DOCUMENT RESUME

ED 379 359 TM 022 813

AUTHOR	Malitz, Gerald
TITLE	Staff Data Handbook: Elementary, Secondary and Early Childhood Education.
INSTITUTION	Council of Chief State School Officers, Washington, D.C.
SPONS AGENCY	National Center for Education Statistics (ED), Washington, DC.
REPORT NO	ISBN-0-16-04568-9; NCES-95-327
PUB DATE	Jan 95
NOTE	317p.
AVAILABLE FROM	U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.
PUB TYPE	Reference Materials - Vocabularies/Classifications/Dictionaries (134)
EDRS PRICE	MF01/PC13 Plus Postage.
DESCRIPTORS	*Classification; Coding; Comparative Analysis; *Data Collection; *Definitions; Early Childhood Education; *Educational Research; Elementary Secondary Education; Guides; Information Dissemination; National Surveys; Private Schools; Public Schools; *School Personnel; *Teachers
IDENTIFIERS	*National Center for Education Statistics

ABSTRACT

This handbook represents a major effort to establish current and consistent terms, definitions and classification codes to maintain, collect, report, and exchange comparable information about persons who work in education institutions from early childhood through high school. The selection of data terms reflects the best judgment of many individuals about the data that are useful in making appropriate, cost-effective, and timely administrative, programmatic, and staffing decisions. It is not a data collection instrument, nor does it reflect any type of federal data maintenance requirements. The terms and definitions can be used at all levels of the education enterprise and in all types of agencies. If data are collected and maintained according to standard definitions, they can be aggregated more easily from the school level to higher levels with the assurance that data are indeed comparable. A staff member is defined as an individual who performs specified activities for any public or private education institution or agency that provides instructional or support services to students or staff at levels from early childhood through high school completion. (Contains 83 references.) (SLD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

TM

ED 379 359

NATIONAL CENTER FOR EDUCATION STATISTICS

Staff Data Handbook: Elementary, Secondary and Early Childhood Education

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

TM022813

U.S. Department of Education
Office of Educational Research and Improvement NCES 95-327

BEST COPY AVAILABLE

NATIONAL CENTER FOR EDUCATION STATISTICS

Staff Data Handbook: Elementary, Secondary and Early Childhood Education

Council of Chief State School Officers

Gerald Malitz
National Center for Education Statistics

U.S. Department of Education
Office of Educational Research and Improvement NCES 95-327

U.S. Department of Education
Richard W. Riley
Secretary

Office of Educational Research and Improvement
Sharon P. Robinson
Assistant Secretary

National Center for Education Statistics
Emerson J. Elliott
Commissioner

National Center for Education Statistics

"The purpose of the Center shall be to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations."—Section 406(b) of the General Education Provisions Act, as amended (20 U.S.C. 1221e–1).

January 1995

For sale by the U.S. Government Printing Office
Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328
ISBN 0-16-045468-9

FOREWORD

NCES is pleased to release the 1995 Staff Data Handbook: Elementary, Secondary and Early Childhood Education. It is a major effort to establish current and consistent terms, definitions and classification codes to maintain, collect, report, and exchange comparable information about staff.

When this effort began, the only existing national standards for staff data had been published by NCES in 1974 in a series of handbooks. Because staff data have evolved greatly over time both in the type and format of data maintained, it was essential that new standards be developed that would reflect current practices.

This national effort was coordinated by the Council of Chief State Schools Officers under contract to the National Center for Education Statistics. Those individuals and organizations involved in the process truly reflect all interested stakeholders in elementary, secondary and early childhood education.

NCES has a strong commitment to provide technical assistance and support to the education community to facilitate the collection, reporting, and use of high quality education information. This handbook is one outcome of that commitment. It is but one in a series of related handbooks and manuals that NCES has published in the past and plans to continue to develop in the future.

We hope that you find this handbook to be a useful document that will serve you well in many activities.

Paul D. Planchon
Associate Commissioner
Elementary/Secondary Education Statistics
Division

Lee M. Hoffman
Chief
General Surveys and
Analysis Branch

ACKNOWLEDGMENTS

This document is the result of the work of many individuals from around the country who generously contributed their knowledge, time, and commitment. It has been a collegial effort involving representatives from federal, state, and local education agencies, public and private education institutions, and national professional associations, as well as education practitioners and researchers.

The handbook owes its existence to the members of the National Task Force on Education Data Elements. The task force's Staff Data Subgroup helped conceptualize and oversee its development, reviewed several copies of the drafts, and provided constant and timely assistance to the project. A list of the task force members is included in Appendix A.

Under contract from the National Center for Education Statistics (NCES), staff from the Council of Chief State School Officers (CCSSO) prepared the manuscript of this handbook. Barbara S. Clements, Project Director, provided the leadership for this effort and is the primary author of the document. Other authors include Oona M. Cheung, Thomas A. Szuba, Y. Carol Miu, and Kathleen E. Aldrich. Lisa W. Solomon, former CCSSO staff, contributed to the document during its early stage. Ramsay Selden, Director of the State Education Assessment Center (SEAC) at CCSSO, provided continuous support and advice during the process. Other CCSSO staff from the SEAC, the Resource Center on Educational Equity, and the Office of Federal-State Relations also shared their expertise on this project.

Professional input from NCES staff was essential during the course of the project. While it is impossible to name each and every one of them, contributions from several colleagues have been crucial. Emerson J. Elliott, Commissioner of Education Statistics, who has encouraged inter- and intra-agency collaboration and teamwork to improve the quality of education data, set the stage for this effort. Paul D. Planchon, Associate Commissioner of Education Statistics, Elementary/Secondary Education Statistics Division, provided strong support and guidance for the handbook as a project under his authority. Lee M. Hoffman, Chief, General Surveys and Analysis Branch, not only provided technical advice as a task force member, but also reviewed all drafts of the document.

Members of the Focus Group on Private Education and the Working Group on Professional Development deserve special recognition and compliments for their efforts. They have made this handbook applicable also to the private education community and reflect the current trends and emphasis on professional development of school staff. Their names are included in Appendix B.

Reviewers of the final draft of this handbook were Robert Burton, Bernie Greene and Kerry Gruber of NCES, Fred Brigham of the National Catholic Education Association, Y. Chen of Montgomery County, Maryland, Public Schools, and Jewell Gould of the American Federation of Teachers.

Other federal and state education agency staff provided important information about staff surveys while the contents for Chapter 5 were being developed. Their names are listed in Appendix B. Last but not least, members of the National Forum on Education Statistics and the Education Information Advisory Committee, together with other staff members of state education agencies, are deeply appreciated for their support and encouragement for the project.

TABLE OF CONTENTS

Foreword . . . iii

Acknowledgments . . . v

Table of Contents . . . vii

Executive Summary . . . ix

Chapter 1 **Introduction** . . . 1

Uses of Staff Data . . . 1
Common Language . . . 2
Technology and the Data System . . . 2

Chapter 2 **The Handbook** . . . 3

Purposes and Scope of the Handbook . . . 3
Role of the Handbook . . . 3
Contents of the Handbook . . . 4

Chapter 3 **Building a Staff Accounting System** . . . 7

Introduction . . . 7
Description of a Staff Record . . . 7
Description of a Staff Accounting System . . . 8
Benefits of a Well-Designed Staff Accounting System . . . 8
Design of a Staff Accounting System . . . 9
    Step 1--Identifying uses . . . 9
    Step 2--Organizing oversight . . . 9
    Step 3--Setting regulations . . . 9
    Step 4--Determining contents . . . 10
    Step 5--Selecting data elements . . . 11
    Step 6--Choosing storage media . . . 11
    Step 7--Formatting . . . 11
    Step 8--Entering or importing data . . . 11
    Step 9--Accessing and processing data . . . 12
    Step 10--Securing information . . . 12
    Step 11--Maintaining system and data integrity . . . 12
    Step 12--Incorporating feedback . . . 12
Summary . . . 12

Chapter 4 **Definition of Terms** . . . 13

Introduction . . . 13
How to Read This Chapter: Entities, Data Elements, and Options . . . 13
Criteria For Including Items . . . 15
Sources of Definitions . . . 15

Sensitivity of Data Elements . . . 17
Data Element Outline . . . 17
Potential Entity Uses . . . 23
Data Element Definitions . . . 25
  Section A. Personal Information . . . 25
  Section B. Educational Background . . . 39
  Section C. Professional Development . . . 45
  Section D. Qualification Information . . . 52
  Section E. Current Employment . . . 66
  Section F. Assignments . . . 78
  Section G. Evaluation and Career Development . . . 120
  Section H. Separation from Employment . . . 125

Chapter 5 **Applications of the Handbook** . . . 127

Proposed Staff Data System Application . . . 127
Applications Sections . . . 130
  Section A. Personal Information . . . 130
  Section B. Educational Background . . . 135
  Section C. Professional Development . . . 138
  Section D. Qualification Information . . . 141
  Section E. Current Employment . . . 147
  Section F. Assignments . . . 152
  Section G. Evaluation and Career Development . . . 155
  Section H. Separation from Employment . . . 157

Sources . . . 159

Glossary of Selected Staff-Related Terms . . . 167

Index . . . 193

Appendices

A. Members of the National Task Force on Education Data Elements (Staff Data Subgroup) . . . A-1
B. Individual Contributors . . . B-1
C. Guidelines and Participants of Field Studies . . . C-1
D. Derived Information Related to Groups of Staff . . . D-1
E. List of U.S. States and Extra-State Jurisdictions and Codes . . . E-1
F. List of Countries and Codes . . . F-1
G. List of Languages/Dialects and Codes . . . G-1
H. Medical Condition Types and Codes . . . H-1
I. Classification of Education Programs . . . I-1
J. List of Regulated Occupations and Professions, Except School Teachers . . . J-1

EXECUTIVE SUMMARY

The purposes of this handbook are to promote the use of a standard vocabulary and to encourage the maintenance of accurate and complete data about school staff. The selection of data terms included in the handbook reflects the combined best judgement of many individuals as to what data might be useful in making appropriate, cost-effective and timely administrative, programmatic, and staffing decisions.

This handbook is intended to serve as a reference document to public education agencies, public and private schools, early childhood centers and other education institutions, as well as to researchers involved in the collection of data about persons who work in education institutions. In addition, the handbook may be useful to elected officials and members of the public who have an interest in this information. The terms included in this handbook are indicative of the types of information that could be collected about individual staff members and maintained in permanent or temporary staff records. The definitions reflect a consensus from the field about "best practice" definitions as well as current federal reporting requirements. The terms, definitions, and procedures included in this handbook are presented as sound practice or principles which should be interpreted and applied according to local, state, and federal reporting requirements and restrictions for confidentiality and security.

Information is included about designing staff record-keeping systems for use by schools, school districts, or other education institutions. The primary section of the handbook is the listing of terms and definitions. In addition, there are descriptions of applications of the handbook including development of surveys and design of automated record systems.

This handbook is not a data collection instrument, nor does it reflect any type of federal data maintenance requirements. It is presented as a communications tool to aid the public and the United States school system in making information about school staff more effective in meeting multiple needs.

The use of the handbook will vary from site to site. For state and local education agencies, the handbook provides guidance for designing a staff record system or standardizing how staff data are maintained from site to site. At a broader level, the handbook can help researchers and others understand how staff data are maintained and how they can be used to provide information about the education system as a whole.

Chapter 1

INTRODUCTION

Education agencies and institutions maintain information about staff to facilitate the efficient and effective functioning of the education enterprise. Staffing information is needed for daily administrative purposes as well as for making long-term program and policy decisions. Staffing information can also be used to monitor efforts to improve the education system. Therefore, it is essential that staff information be collected according to established definitions and updated on a regular basis.

This handbook focuses on the importance of consistency in how data are defined and maintained at various levels within the education enterprise, from schools and school districts, both public and private, to federal agencies. In addition to providing data terms and their "best practice" definitions, the handbook makes suggestions about how data could be organized in a staff data system to promote timely and effective use of staffing information.

The selection of data terms included in the handbook reflects the combined best judgment of many individuals as to what staff data are useful in making appropriate, cost-effective and timely decisions about providing quality educational services in schools and other education agencies.

This handbook is intended to serve as a reference document for public and private education agencies, schools, early childhood centers, and other education institutions. It may also be useful to researchers, elected officials and members of the public, including parents and taxpayers, who have an interest in information about individuals who serve the United States education enterprise. The terms included in this handbook exemplify the types of information that could be collected about individual staff members and maintained in permanent or temporary personnel records.

Use of this handbook will vary from site to site. For example, it could be used to develop or standardize a local school district's staff accounting system. State education agencies, on the other hand, might want to select data elements for designing and coordinating data collection activities among several state-level agencies and working with districts to ensure comparability. Researchers might refer to the handbook to identify terminology for designing data collection instruments or studies and in otherwise working with the education system. Parents and the public may refer to the handbook to improve their understanding of how information about staff may be used.

Uses of Staff Data

All school or education agency officials needing data about an individual staff member or groups of staff members must have access to pertinent information. If all data about a staff member are maintained in an automated data system, many uses and types of analyses are possible. For instance, an administrator may need to know about the availability of human resources to initiate a new program. Information about the background, educational and professional qualifications of current staff members could be used to identify possible candidates to work on the program.

Schools, school districts or administrative units, and state education agencies might sometimes be more interested in how groups of teachers are doing than in the performance of individual teachers. For instance, a school system might wish to study the relationship between staff development and teacher turnover rate. This type of analysis could be accomplished by using staff records that have had all personally identifiable information removed.

Information about staff available to school or agency officials in a standardized format can:

- facilitate rational decision making about program development and change;

- enhance program evaluation by easy cross-tabulation of staff data;

- facilitate the estimation of future recruitment needs of individual schools and school systems;

- assist in developing sound education policies at all levels;

- aid in the comparison of information among communities and among states;

- improve the accuracy and timeliness of nationwide summaries of information about school staff;
- improve the quality and potential impact of data available for education research and evaluation--locally, statewide, and nation-wide; and
- enhance reporting to the public about the condition and progress of education.

Common Language

Although the education system in the United States is primarily a local responsibility, with funding, administration, and control coming mostly from the local and state levels, education is a national issue. The United States Department of Education has been involved in activities focused on improving the coordination of its data collection activities. More specifically, the National Center for Education Statistics (NCES) has moved towards the standardization of data elements and definitions used in its data collection activities, including those relevant to staffing issues. NCES has a mandate to collect "uniform and comparable data" in order to report on the condition of education in the United States. An important source for NCES direction in data collection efforts is the *SEDCAR (Standards for Education Data Collection and Reporting)* manual, which presents "best practice" principles for the collection, processing, analysis, and reporting of education statistics. This handbook, like others published by the United States Department of Education, provides guidance to those seeking to develop a means of collecting comprehensive and comparable information about education.

By adopting the practices, terminology, definitions, and formats set forth in NCES documents as "best practice" for education data collection, local, regional, and national data collectors and users would help to ensure that data they use are comparable to those used by others involved in the education enterprise. School leaders could share information more easily because data would be understandable and meaningful to everyone. Superintendents and principals would communicate better among themselves. Chief state school officers would communicate with their colleagues in other states more effectively. This common language would also facilitate information exchange between public and private education enterprises as the need arises. Lastly, local, regional, and national decision makers in the United States education enterprise would benefit from the flow of more uniform data. As information is aggregated from the lowest level of data maintenance (i.e., a school) to the local education agency (LEA), to the state education agency (SEA) and to the national level, program designers and policy makers would be able to make decisions based on a more accurate picture of current and projected needs of the education enterprise. Conversely, information could then flow back down the education pipeline to lower levels of data maintenance in a format that is more meaningful and useful in local decision making.

Technology and the Data System

The capacity of the various decision makers in the education system to use meaningful information becomes even greater with the advent of the "information age." More and more information on staff members is being maintained in computer systems, making it easier to access and analyze data on issues such as supply and demand. Because of technology, data stored and maintained according to standard formats can be exchanged with authorized personnel through the use of a computer by mailing floppy disks, or even more easily via local and national/global tele-communications networks.

Through the use of telecommunications, principals from different schools would be able to share information about local site-based management issues and staff development opportunities. Decision-making authority, of course, would still rest with the local authorities so vested, but the exchange of information between authorized personnel would allow them to make better informed decisions. Similar patterns can and will develop between levels of education policy making (e.g., LEAs and schools, SEAs and LEAs, and the United States Department of Education and SEAs). For more information about United States Department of Education initiatives on technology and electronic data interchange (EDI), contact Bill Freund at NCES at (202) 219-1373 (or via internet at wfreund@inet.ed.gov).

Chapter 2

THE HANDBOOK

This handbook identifies terms that can be used to describe the background, qualifications, respons-ibilities, and performance of individual school staff members and others involved in the provision of services to children in schools.

The handbook includes a set of terms and definitions that can be used at all levels of the education enterprise (i.e., early childhood education centers, elementary and secondary schools) and in all types of agencies and programs, including public schools, private schools, and schools run by private management companies, as well as district, diocese, regional, state, and federal education agencies. If staff data are collected and maintained according to standard definitions at the most elemental level (i.e., the school or school district), data can be aggregated more easily from the school level to higher levels with the assurance that the data are comparable from individual to individual, from site to site, and from year to year.

When an individual is hired for the first time by a school, school district or other education institution, background information about that person is collected. Much of this information (such as date and place of birth) will not change over the course of the staff member's career. This information should be collected once and then become a part of an individual's permanent record. Additional paperwork should be necessary only if there are changes to this basic information. Other types of information (such as assignment, career development, and salary increase) accumulate and change over the course of a staff member's career and need to be added to the record as appropriate.

For the purpose of this handbook, a "staff member" is defined as an individual who performs specified activities for any public or private education institution or agency that provides instructional or support services to students or staff at the early childhood level through high school completion. A staff member may be:

1. An "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits, and wage or salary tax withholdings;
2. A "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of a management service contracted to work on site;
3. A "volunteer" who performs services on a voluntary and uncompensated basis;
4. An in-kind service provider; or
5. An independent businessperson or contractor working at a school site.

Purposes and Scope of the Handbook

The purposes of this handbook are to:

- provide a common language that can be used to describe information about staff under a standard set of definitions;
- promote standards for the maintenance of staff data;
- promote the development of policies to safeguard the confidentiality and ensure appropriate use of staff data; and
- describe how data can be maintained in a way that promotes flexible and efficient use by all relevant parties.

Role of the Handbook

The handbook includes terms and their definitions that can be used in the following types of organizations:

- public and private education institutions, including early childhood/pre-kindergarten programs; elementary, middle/junior high, and high schools; vocational-technical schools; special education programs; and adult high schools; and

- all types of education agencies, including school districts/local education agencies, intermediate education units, education service districts, and state and federal education agencies.

This handbook does not describe a mandated data collection system or instrument; rather, it encourages the standardization of terminology use across all levels. Although the handbook covers information related to individuals serving only through the secondary education level, many of the terms may be applied and used interchangeably with postsecondary education. For example, terms such as those describing personal identification, educational background, or certain employment conditions could be used to maintain information about individuals (both staff and students) at various institutional levels.

The data elements and definitions contained in the handbook are relevant to any staff record whether or not it is a part of a computerized database. The presentation of information in this handbook, however, has purposely been organized to facilitate the design and development of a computerized staff record system because of the maintenance and communication advantages associated with such a system.

The handbook is a revision of an existing document entitled *Staff Accounting: Classifications and Standard Terminology for Local and State School Systems (Handbook IV)*, part of the *State Educational Records and Reports Series*. The original version was published in 1965 and revised in 1974. Much of this earlier information has been included in this version of the handbook. This version was developed with the assistance of a National Taskforce on Education Data Elements. Members of this taskforce provided substantive oversight during the process, and reviewed draft versions of the document. During the developmental process, field studies and an extensive public review were initiated to ensure the applicability and functionality of this handbook. Furthermore, a focus group and two working groups consisting of professionals with expertise in areas of private education, professional development, and occupational classification were convened to examine handbook sections dealing with these issues. Comments from the focus group, working groups, and field studies were compiled and presented to the taskforce members who then recommended final changes to the document. Individuals involved in these processes are listed in Appendices A, B, and C.

The terms, definitions, and procedures represent the combined best judgment of many experts participating in the cooperative development of the handbook materials. They are presented as sound practice or principles that should be interpreted and applied according to the identified needs and requirements of any education institution or system.

Contents of the Handbook

Chapter 1 of this handbook provides an introduction to the handbook and contains a discussion of the need for a common language and the potential of technology use in maximizing the usefulness of information obtained by education data collection efforts. Chapter 2 describes the purposes and the role of the handbook, its contents and potential uses, and recognized limitations. Chapter 3 describes a process for developing a staff accounting system and the principles related to the development of such a system. Chapter 4, the main body of the document, contains a comprehensive listing of data terms arranged into eight sections:

A. Personal Information;

B. Educational Background;

C. Professional Development;

D. Qualification Information;

E. Current Employment;

F. Assignments;

G. Evaluation and Career Development; and

H. Separation from Employment.

Within each of these sections is a listing of education data terms, their subsets, coding options, and "best practice" definitions. The choice of terms reflects not only data elements that are currently collected, but also anticipates what data elements will be needed for future policies and practices. Each of the above-mentioned sections includes references to any and all data elements relevant to the identified topic (i.e., each section can "stand alone"). Because of this organization, some information is repeated between, but not within, sections of Chapter 4.

Chapter 5 illustrates how the information contained in Chapter 4 can be applied when designing and implementing a staff record database. Logical arrangements of entities and data elements that might be included in a database are illustrated, along with information identifying data element types and suggested field lengths. References to where individual data elements and their options are defined in the text are also provided.

Although an attempt has been made in this handbook to describe multiple applications, the major focus has been to promote the use of standard data elements in the development of staff accounting systems at the local level. The chapters in this handbook, thus, are most specific about this particular application. This emphasis should not undervalue the usefulness of the handbook to other users, such as researchers, evaluators, and survey designers. In fact, the handbook should provide valuable assistance to anyone with an interest in learning more about school staff, including federal and state lawmakers and the public in general.

An electronic version of the handbook has been developed to provide an alternative method of navigating and gaining access to information contained in the document. It is expected that such an effort will improve the usefulness of the handbook to state and local education agency personnel. The electronic version contains all of the information included in the handbook and is customized to allow users to search and extract information needed for developing or editing their own documents.

Chapter 3

BUILDING A STAFF ACCOUNTING SYSTEM

Introduction

From the time a person enters into employment or service with a school or school system until his or her retirement or departure, information is needed about the staff member. For example, when a teacher applies for certification or licensure from a state licensing agency, a file is created. Such a file generally lists completed coursework, including apprenticeships or student teaching, and recommendations for certification/ licensure. As a part of the hiring process, the local administrative unit may request information about the applicant's background such as home address, social security number, license, content areas of certification, experience, and other basic information. When the individual is assigned to a school, other information about that assignment, such as grade levels, courses taught, and location of school will be added to his or her record. The payroll office keeps information about a staff member's type of insurance, beneficiary, withholding requirements, and other data that are needed to ensure that the teacher is paid and that taxes and insurance are covered. Other information about the teacher might be kept at the assignment site, including an emergency contact name, extracurricular sponsorships, attendance, and appraisal ratings. Retirement systems for the state or school district also maintain files on staff that might include the expected date of retirement and other related information. Although the exact content may not always be the same, the types of data files mentioned above are generally kept for both teaching and non-teaching staff, including both certified and non-certified personnel.

Efficiency suggests that relevant information should be collected once and subsequently be made available to all authorized users of the information through an automated distributed database arrangement or a consolidated computer database. The use of standard terminology in developing a database can ensure that information is correctly interpreted and useful. Staff records serve many purposes, but whatever the content, use, or storage medium, a staff record remains simply a collection of useful information about a staff member.

A well-designed staff accounting system (using a computer system) yields many benefits, including the ability to extract information about individual staff members, schools, programs, and school systems for use in decision making. A second benefit may occur when staff records are added to an overall management information system that includes data about students, facilities, resources, curriculum materials, and budgeting for the school or school district. Management activities can then be accomplished more efficiently, especially if the data are comparable, because of the ease of access to needed information by authorized personnel. In such an arrangement, staff accounting systems can play a key role in the overall functioning of the school system. With the growing number of schools and local education agencies (including those administered by private management companies) that are rethinking many of the more traditional styles of organizing and staffing school operations, it is now increasingly important to focus on developing well-designed mechanisms for collecting accurate and timely information that can be used for policy making.

Description of a Staff Record

A staff record is by definition any recorded information about a staff member. Staff records can be described in terms of their content (e.g., assignment information), their use (e.g., ensuring that staff hold credentials required for their positions), or by how they are maintained (e.g., a computer disk). Staff records may be used for many purposes, including monitoring compliance with state laws and regulations, identifying staffing needs, scheduling teachers into classes, producing paychecks, and completing reports for local, state, and federal authorities.

A staff record may be kept on file in a state department of education, a school district office, a school office, or another approved location. The record contains information collected from a staff member, from his or her supervisors, and from other sources outside the school, such as postsecondary institutions. A complete staff record may be a single file, or it can be made up of several separate records, each with specific contents or use, and each stored in a different way. It can be maintained in a central location (such as a school district computer) for the convenience of any authorized person requiring access to a piece of information contained in a record, or it can be maintained as separate information by each office that uses the record.

Description of a Staff Accounting System

Separate staff *records* become a staff *accounting system* when they are linked together or made accessible to perform one of several critical functions. These functions include generating reports, modifying records, and analysis. Staff record systems, like records, may be maintained as paper files, on microfilm, in computer files, or in some combination of these. To improve efficiency and usefulness of data, many school districts and state departments of education have entered their staff records into computerized databases. Computer systems offer tremendous advantages over the traditional paper systems; however, most computerized systems still rely upon paper records at various stages within the system.

Benefits of a Well-Designed Staff Accounting System

A well-designed, comprehensive, and computerized staff accounting system offers many benefits. Of these, the most general are discussed below.

- Ease in getting the required information
- Accuracy
- Quicker response
- Cost savings

Ease in getting the required information

An effective staff accounting system, by design, provides the information required upon request easily and minimizes information retrieval burdens. When designing a system, ideally the queries that will be needed are anticipated and accommodated. Similar to an office's filing system, the adequacy of a staff accounting system is often judged by how much time and effort are required to find and retrieve information. Within an education organization, quick access to information is critical for decision making. A key part of the design of a staff accounting system is the process for access, retrieval, and reporting.

Accuracy

Data quality and accuracy are basic to a well-designed staff accounting system. However, a record system can be no more accurate than the data that comprise it. Traditionally, paper records have been considered acceptable for maintaining accuracy within a system, although paper is not easily kept complete, up-to-date, or accessible. While the use of a computer system in maintaining staff records helps to maximize accuracy by providing formatting parameters, database structures, and codes, technology is by no means a guarantee of quality. But once data are collected according to appropriate collection standards (see SEDCAR) and standard data definitions (such as in this handbook), computers can facilitate efforts to maintain data quality during information sharing, analyzing, and reporting. Accuracy should be ensured from the original collection, to the data entry, to the maintenance of the data in the system. Accuracy provides users the confidence they require if they are to rely upon a staff accounting system.

Quicker response

When information from a staff record is needed, it is often needed promptly. For example, when a staff member moves from one assignment to another, his or her record needs to reflect this change. A well-designed staff record system makes access to, and modification of, records easy and timely. In addition, analyses of data in the system can be completed more efficiently to meet the needs of decision makers.

Cost savings

A well-conceived and implemented staff accounting system can reduce the costs of handling the paperwork associated with record keeping and report production. While automation of staff records seems to provide the most efficiency, a common mistake sometimes made in automating a paper system, is a failure to completely redesign the system in order to take advantage of the computer's capabilities. While initial costs may be high for developing a computer database, they may be justified through future savings, increased access, and greater efficiency.

Design of a Staff Accounting System

A process for designing or redesigning a staff accounting system is described in the following 12 steps. As with most systems, these steps and their associated issues are never finally resolved; rather, the design builds upon itself and is ongoing. The standards and principles upon which a staff accounting system is designed need to be continually monitored and revised as needed.

- Step 1--Identifying uses
- Step 2--Organizing oversight
- Step 3--Setting regulations
- Step 4--Determining contents
- Step 5--Selecting data elements
- Step 6--Choosing storage media
- Step 7--Formatting
- Step 8--Entering or importing data
- Step 9--Accessing and processing data
- Step 10--Securing information
- Step 11--Maintaining system and data integrity
- Step 12--Incorporating feedback

Step 1--Identifying uses

Identifying and agreeing upon the uses for a staff accounting system is the first step. These uses will determine the response to each of the next eleven steps. The information in a staff record may have multiple uses. For example, within a state education agency, the certification/licensing office maintains files on each person seeking licensure or certification for the state. These files contain transcripts, references, health information, criminal checks, and other evaluation materials. Within a school district, the personnel office uses staff records to store information about applicants for positions and to ensure that all requirements are met for employment. At the state level, there may also be a personnel file which includes name, assignments, and other information for all school staff members within the state. Similarly, a state education agency or other state department uses staff records to record information for the retirement system. The accounting office uses staff records to ensure that paychecks are appropriately distributed and to record information about fringe benefits received by staff members. Schools maintain information about staff members' schedules, attendance and evaluation, but may also need information about certification/licensure. The purpose of this step is to delineate and describe all the potential uses of the staff accounting system. The deliberative process should include representatives from personnel, payroll, evaluation, and other areas with a need for staff information.

Step 2--Organizing oversight

Once it has been agreed that a staff accounting system needs to be developed, it is necessary to consider where the system would fit in the current administrative structure of an institution. With this in mind, a committee to provide organizational oversight should be convened. The intent of this step is to garner organizational support and provide relevant policy makers (e.g., Board of Education members, administrative heads, other governmental agency representatives) with an opportunity to evaluate the costs and benefits of the proposed system and offer direction for the project. Institutional oversight should also consider extra-organizational regulations and procedures, including those set forth by local, state, and federal lawmakers, which affect or restrict certain types of data collection.

Step 3--Setting regulations

Each of the identified uses may have its own set of regulations with which the system must be designed to comply. Regulations may mandate the response to any or all of the following nine steps.

To assure that legal requirements are met and that ethical responsibilities are carried out appropriately and effectively, education agencies and institutions are advised to establish their own written policies and guidelines for maintaining privacy and confidentiality of staff records. Before doing so, it is necessary to compile and review local, state, and federal laws, existing administrative policies, union agreements, professional standards, and other considerations particular to an agency or institution which might affect the development of organizational policies and guidelines. Policies and guidelines should state principles and procedures regarding:

- selecting appropriate data elements for staff records;

- weighing cost implications and data burden issues related to ensuring accuracy in data collections;
- collecting data elements accurately, consistently, and carefully;
- maintaining relevant, accurate, and confidential records;
- determining which organizations and individuals should be authorized to collect, maintain, and gain access to information in the system;
- screening carefully persons who will handle confidential information;
- restricting access to records by school personnel;
- safeguarding data (or restricting access) while data are in the possession of any contracting organization;
- safeguarding individual staff records being transferred to other schools or school systems, state education agencies, and elsewhere;
- concealing the identity of individuals or institutions desiring or entitled to confidentiality, using appropriate procedures for aggregating, en-coding, and releasing sensitive data; and
- destroying data no longer needed.

Education agencies and institutions may want to establish and maintain a committee to review policies, procedures, and activities involving staff records. The membership of this review committee might include representatives of such groups as teachers, principals, non-certificated staff, personnel directors, accounting managers, and union representatives. This committee should be assigned responsibility for assuring that staff data are collected, stored, accessed, used, and discarded in such a way that the rights and welfare of staff members are adequately protected.

Any education agency or institution should periodically reassure itself through appropriate administrative review that the policies and procedures designed for protecting the rights and welfare of its staff are being applied effectively. It is recommended that an institution should accept or delegate responsibility for continually monitoring local, state, and federal legislatures and other agencies authorized to enact new or modify old regulations relevant to implementing a staff record system.

Step 4--Determining contents

The contents of a staff accounting system are determined by both the identified uses and regulations. Contents are the areas or categories of information to be kept or excluded. Content areas identified for this handbook include:

- personal information (e.g., address, background, military status, and health information);
- educational background (e.g., postsecondary degrees and other types of training);
- professional development (e.g., types of activities, sponsors, locations, and results);
- qualification information (e.g., areas of certification and experience);
- current employment (e.g., job title, salary, and insurance);
- assignments (e.g., assignment type, program type, location, and time period);
- evaluation and career development (e.g., performance); and
- separation from employment.

The desired contents should be clearly defined before beginning Step 5 to ensure that all areas are covered in a staff record system and to eliminate unnecessary duplication of information. A key to an effective and efficient staff accounting system is to enter data once and have a single place to update data. This will ensure that data elements needed for more than one purpose are not maintained differently in different files.

Step 5--Selecting data elements

Each content area can be described by its individual data elements. A data element is the lowest level of information contained in a record. For example, in the area of "staff background," information about race/ethnicity, sex, birthdate, language proficiency, etc. would each appear as a data element. These data elements that will subsequently drive collection efforts can affect operational definitions (i.e., how programs and services are defined) as well and, therefore, should be communicated to program/service personnel.

A critical aspect of the format is the definition and coding of data elements. This handbook is a tool that can be used to provide users of education information with some standard definitions. The data elements defined in Chapter 4 could be included in a staff record system if deemed appropriate and useful for a system. Adopting standards when developing or redesigning a staff accounting system provides for more straightforward exchange of data across systems. Agencies that adopt standards for staff accounting and maintain a match between local records and those standards will be prepared to take full advantage of automated exchange methods.

Step 6--Choosing storage media

Data are stored in many ways: hand-written, paper documents; microfilm or microfiche; and electronic data files on computer tape, disk, hard drive, or CD-ROM. A staff accounting system may use any or all available media with the provision that it is feasible to link or access each one. Several considerations weigh in the selection of a storage medium, including the number and bulk of records, space available for storage, the permanency of the records, and the cost of storage.

Cost has at least two components--the cost to enter the data or interchange them between media and the cost to purchase the components of the storage system, such as filing cabinets, computer disks, microfilming equipment, etc. Technical advances in computer data entry, storage, and retrieval are developing quickly, making these aspects of staff records management less expensive, more efficient, less demanding of physical space, and more accessible to multiple users. Maintaining staff information in separate linkable databases, even on separate computers, may best serve security and confidentiality needs while ensuring that data can be merged for analytical purposes.

Step 7--Formatting

The format of a staff record is directly related to the characteristics of the storage medium used. Paper records are often formatted to hold standard English words or numbers. Abbreviations may be used to save space, but generally the format is laid out to be reader-friendly. This handbook can be used in the development of paper surveys or questionnaires, so that the information obtained retains a format which is consistent with other data following the standards described here.

Computerized records capitalize upon the use of codes rather than words and even skip characters such as commas and decimal points to conserve space. This handbook provides some examples of ways that information in staff records could be coded to conserve space.

A computerized data system format is typically organized around these components:

File: A group of records of similar format (e.g., a collection of records for multiple staff members);

Record: The information maintained about an individual staff member;

Field: The area of or location in a record that contains related information recorded as data elements;

Data Element: A single piece of information (e.g., Birthdate); and

Option/Code: A symbol or abbreviation that can be translated into a meaningful value for the data element (e.g., 101469 = a birthdate of October 14, 1969).

Step 8--Entering or importing data

Data must be put into the system. Paper systems accept data that are handwritten, typed, or printed out from computers. Entry into a computerized system can be direct through keying or optical scanning, or through importation of data from another source. *SEDCAR* is an excellent resource for best practice standards for data collection and entry.

The most efficient staff accounting system will handle data only one time. Instead of asking a staff member to complete a form from which a clerk copies information onto a roster which is then keyed into a computer file, an ideal system might have the staff member enter the data directly into a computer terminal or onto an optical scan form that can be imported directly into a file. Automated edit procedures could ensure that legal characters (i.e., characters that are accepted by the computer program) are entered, and can even allow for a clerk to edit or accept the information before a permanent entry appears on the official file.

Step 9--Accessing and processing data

Accessibility is a key aspect of any data system. The effects of earlier decisions concerning storage media and data format become apparent at this step. It is important to describe the procedure necessary to gain access to and manipulate records for each type of user. For example, if the storage medium is a file in a mainframe computer's memory, then access would be through a terminal, and users would need to know identification (ID) codes giving them access to the file. Data maintained in separate files or separate computers could be downloaded into a single computer so that analyses could be done. The processing necessary to create reports or run analyses would be done through software programs loaded on that computer.

Step 10--Securing information

Data must be accessible only by those authorized to use them. To safeguard staff records from improper use, policies need to be developed regarding access to the records. Step 10 is the implementation of regulations, policies, and procedures detailed in Step 3. State education agencies, school districts, and schools must have policies detailing which persons have a legitimate right to information about individual staff members and must provide procedures for gaining this access. In addition, data security policies must address the issue of who has access to sensitive data that may be a part of the staff member's record. Maintenance of staff data in separate databases, mentioned in Step 6, is commonly done to limit access to certain data.

Security policies should also ensure that records are not lost, stolen, vandalized, or otherwise rendered useless. Again, *SEDCAR* provides useful guidelines for assuring the safety of records. Because physical security cannot be assured with complete certainty, all data must be "backed up." This could be as simple as storing a separate paper copy off-site in a location not likely to be victimized by the same disaster as the primary location. Computerized files lend themselves well to "back-ups" that are to be generated periodically and stored off site.

Step 11--Maintaining system and data integrity

The important aspect of this step is to ensure data quality. Each person who comes in contact with a staff accounting system shares this responsibility. In planning a staff accounting system, effort should be invested in communicating the importance of high quality data to the staff. Staff members should be provided with clear criteria for maintaining quality data. Each organization with a staff accounting system should develop a routine schedule for updating or adding data elements. Such a schedule is essential for ensuring that official calculations for a statistic or report can be made in a timely and accurate way.

Step 12--Incorporating feedback

No matter how much planning goes into the previous stages of preparation for and development of a system, a continuing review of the components is necessary even after implementation. This review allows for the identification of unexpected events--those which were not prepared for or could not have been foreseen, and require adjustment to the system to facilitate optimal performance. Such a "feedback loop" keeps the process of the system dynamic, allowing it to respond to the environment without upsetting its integrity.

Summary

A well-designed staff accounting system can quickly provide valuable information about staff members. As with any major task, careful planning and implementation are required to ensure that a staff accounting system functions as desired. New systems and existing systems being upgraded can both benefit from following the 12 steps previously described. An efficient staff accounting system is a necessity in education just as in every business. With proper planning and management it can become a valuable resource.

Chapter 4

DEFINITION OF TERMS

Introduction

This chapter contains data terms and definitions that describe school system staff, jobs and activities that they perform, program types in which they are involved, conditions under which they are hired or contracted, and other information that could be maintained about an individual staff member. An attempt has been made to identify all types of information that could be useful for record keeping or reporting at the school, school district, state and federal levels. The terms in this chapter do not, however, constitute a personnel record system or a data collection instrument. There is no federal mandate to collect all of the information described in this handbook. This "dictionary" is meant to be a tool for use in standardizing how information is collected and reported so that the public and the education community can communicate better about schools and education systems.

The data terms included in this chapter could be used in school administration by a local or state education agency desiring to design a staff accounting system, a payroll system, or a management information system that contains more than just staff records. The selection of which data elements are collected is the responsibility of the school, local administrative unit, or state education agency that directs the maintenance of these records. This handbook makes no assumption about how staff-level information is collected or maintained; each data term is included for purposes of consideration.

This material could also be of assistance in other ways. The data terms defined here could be used to design data collection surveys such as those used to collect information about a given sample of teachers with the data terms and their definitions incorporated into the directions to ensure that comparable data are collected. Other uses might be in identifying what data elements from a staff accounting system could be used to assess the supply and demand of personnel, or to assist in the evaluation of a program or analyze the performance of a group of instructional staff.

While the majority of the data elements and terms in this chapter relate directly to an individual staff member, in some instances there are terms that more logically might belong in a school record or a system record. These terms are included here to ensure that all relevant terms are defined. No assumption is made about where the information is maintained.

How to Read This Chapter: Entities, Data Elements, and Options

There are three major types of data terms in this handbook: **entities**, **data elements**, and ***options***, organized within the structure of **SECTION TITLES** and **Categories**. They are the essential pieces necessary to identify a bit of important information about a staff member.

Section Title ——	**D. QUALIFICATION INFORMATION**
Category ——	**Credential Information**--Information on any active certificate, license, permit, or other credential held by an individual that is significant in terms of his or her employment or assignment. Credentials are issued by a state agency (or in some cases other organizations), postsecondary institution, or professional association based upon education and training completed, experience, background verification and/or other requirements.
Data Element ——	**Credential Type**
Data Element Number —	1050 **Credential Type**--An indication of the category of credential an individual holds.
Options ——	***01 Certification*** ***02 Licensure*** ***03 Registration*** ***99 Other***
Entities ——	Entity Uses: Staff Member

BEST COPY AVAILABLE

Entities

Entities are persons, places, events, objects, or concepts about which data can be collected. The primary entity in this handbook is the staff member, and most data collected will refer to a staff member. Sometimes, however, the entity may be someone or something other than the staff member for which information should be kept. For example, information may be kept about the **Education Institution** attended by the staff member, the former **Employer** of the staff member, and the **Employee Benefits** of the staff member, all of which are listed as entities. A list of entities and their assigned code numbers precedes the seven sections of data terms and definitions.

Data Elements

A **Data Element** is a bit of data which can be defined, measured, or categorized. In this chapter, data elements are typed in bold using upper and lower cases. Examples of data elements are **Name of Individual**, **Race/Ethnicity**, and **Birthdate**. Each data element has been assigned a unique sequential "data element number" consisting of four digits. The data elements have been assigned these numbers for identification purposes. For example, the data element **Name of Individual** has been given the number 0110 (when it appears in the text for the first time as the eleventh data element listed in Chapter 4), while **Name of Institution**, which appears next, has been given the number 0120. Subsequent data elements have also been assigned numbers in sequential order as they first appear in the text. It is important to note that when a data element appears in Chapter 4 more than once, it retains the number assigned at its first appearance; thus, although **Name of Individual** might logically recur in Chapter 4 after originally appearing in Section A, it will be identified as number 0110 at each of the appearances. Each data element is defined only once in the handbook, although the data element may be used for more than one entity. "Entity uses" are listed below the definition for each data element. Only the relevant entities for a section are listed. If a data element is used in another section after it is first introduced, the element is listed with its original number and a statement referring readers to the originating section for the definition. Many of the data elements occurring in the first section are used throughout the chapter since they are generic, such as **Name of Individual** or **Telephone Number**.

As future needs arise, new data elements can be added to this handbook by simply inserting them into a logical place in the document and assigning them a number that falls between the previous and next data element. For example, the data element 0745 **Credit Type Earned**, added during the final review process, was inserted between the data elements 0740 **Grade Earned in Course** and 0750 **Credit Hours Earned in Course**.

To reduce redundancy in this handbook, entities are maintained separately from data elements so that a definition for a data element need only appear once. When different entities are combined with a data element, new information is created (e.g., Emergency Contact Complete Address and Mentor Complete Address).

Derived Data Elements

In some cases, computation is required to derive the contents for certain data elements. For example, the **Actual Total Salary Paid** to a staff member is the sum of an individual's base salary and supplements. This figure is computed by using three other data elements: **Base Salary or Wage, Supplement for Cocurricular Activities, and Supplement for Extracurricular Activities**. In the sections that follow, this type of calculated data element is distinguished by an asterisk (*) before the term and explained in notes. As illustrated in the tables in Chapter 5, these derived data elements are presented with the constituent data elements used to compute them in the "Notes" column. Included in Appendix D is a list of data elements which are derived by computation using individual-level staff data elements defined in Chapter 4. They describe groups of staff members, rather than individuals.

Options

Many data elements have lists of ***Options***. Options are indented beneath the data elements (to which they relate) and typed in bold, italicized lower case letters with the first letter capitalized. They give recommended alternatives or coded responses for a data element. Options are listed in either alphabetical order, or in a logical sequence, and have assigned code numbers (with the number 99 consistently used for "Other"). For example, the options for **Race/Ethnicity** are "American Indian or Alaskan Native," "Asian or Pacific Islander," "Black (not Hispanic)," "Hispanic," and "White (not Hispanic)."

This handbook attempts to provide an exhaustive and mutually exclusive list of options whenever possible. There are instances where options that are listed are specified by law or regulations. For instance, the five options listed for **Race/Ethnicity** (as noted above) are required for reporting to several federal offices. However, the options presented are illustrative, and are not mandatory. Local school systems and institutions may adjust, adapt, add to, or replace these options as needed to meet their requirements. In some instances, a subset of options might be sufficient for designing a data system or data collection instrument. Care should be taken when combining categories and data elements in individual records to ensure that data are comparable or aggregable with data or information from other sources. For example, if separate **Race/Ethnicity** options are used to allow individuals to identify themselves as Chinese, Hawaiian, or Vietnamese, they should still be able to be combined under "Asian or Pacific Islander" for federal reporting.

Throughout the handbook, most options are coded with two-digit numbers, except the following data elements: 2300 **Job Classification**, 2460 **Program Type**, and 2470 **Function Type**. Options for these data elements have four-digit codes and are organized in two or more levels in order to better clarify the logical hierarchy of the option lists. There are some data elements for which an option list would be useful, but no exhaustive list could be created. In these cases, examples of options are listed, but a comprehensive list is not included. In other instances, code lists available from other sources are referenced.

For those data elements for which options are not appropriate, a free-form (open-ended) description is anticipated. In these cases, no options are presented. For example, the appropriate response for the data element **Name of Institution** is a full written name of an institution.

Sections

The data element terms and definitions in this chapter have been divided into eight sections that represent logical groupings of data terms. This organization is not an attempt to dictate a structure for the maintenance of staff data. The structure is simply one way in which pieces of information could be logically grouped. For each section, there is a **SECTION TITLE**, typed in bold, upper-case letters, describing the type of information contained in that part of the chapter.

Categories

Within each section, terms are divided into **Categories**. Typed in bold, upper and lower case, each underlined category describes a group of related data elements. For example, the category **Credential Information** includes the data elements **Credential Type**, **Credential Description**, and **Credential Issuance Date**. Categories have no assigned numbers as they are merely a means of organizing groups.

Criteria For Including Items

Three basic criteria were used in selecting the data elements included in the handbook. Each data element selected was judged to meet one or more of the following criteria:

1. The data element is needed by a school or school system for accounting/payroll, appropriate placement, and accountability as well as to ensure effective administrative support, in-service training, and other support services for the benefit of staff members.

2. The data element can be accurately collected and maintained with an effort that is justifiable in terms of the value of the information.

3. The data element is needed for reporting general information about staff members to local and state education agencies, or to the federal government.

These criteria may be helpful in selecting items to be included in an information system.

Sources of Definitions

The definitions of most of the terms included in the handbook (including categories, data elements, options, and entities) were taken primarily from existing sources. In some instances, laws or federal regulations specify what data elements should be used and how they should be defined. Some of the definitions were in the previous version of the handbook and are still in common use.

Other definitions came from a variety of published sources (e.g., textbooks and federal publications). For certain definitions, comparisons were made among various local, state and federal sources, and a compromise definition was developed. Most of the options were obtained from existing sources such as lists developed through the American National Standards Institute (ANSI). A complete list of "Sources" can be found in the back of this document. When no usable definition was found, project staff wrote one with the assistance of participants during the development process.

SENSITIVITY OF DATA ELEMENTS

Some data elements included in the handbook refer to information that can be considered to be of a sensitive nature. The inclusion of these data elements in this handbook was decided very carefully, recognizing the complexities of the school environment and the need for essential information for making appropriate decisions about staff placement. In addition, there are data elements that reflect federal, state, and local data collection requirements. Each agency or unit planning to collect and maintain information about individual staff members must determine what data elements should be collected, how the data are maintained, and who has access to the data taking into consideration federal, state, and local laws and regulations. In Chapters 2 and 3 there are suggestions regarding the consideration of what data to include and how to decide who has access to certain types of data.

Data Element Outline

The following entries outline the organization of the section headings, categories, and data elements (with the data element numbers) included in this handbook.

A. PERSONAL INFORMATION

Name

0010	First Name
0020	Middle Name
0030	Last/Surname
0040	Generation Code
0050	Personal Title
0060	Alias
0070	Former Legal Name
0080	Last/Surname at Birth
0090	Nickname
0100	Tribal or Clan Name
0110	Name of Individual
0120	Name of Institution

Background Information

0130	Identification Number
0140	Identification System
0150	Race/Ethnicity
0160	National/Ethnic Origin Subgroup
0170	Sex
0180	Birthdate
0190	Birthdate Verification
0200	City of Birth
0210	County of Birth
0220	State of Birth
0230	Country of Birth
0240	Citizenship Status
0250	Country of Citizenship
0260	Employment Eligibility Verification
0270	Language Type
0280	Language
0290	Religious Background
0300	Marital Status
0310	Highest Level of Education Completed

Military Status

0320	Military Service Type
0330	Military Duty Status
0340	Military Entry Date
0350	Military Discharge Date
0360	Military Discharge Type
0370	Military Reserve Obligation Ending Date

Address/Contact Information

0380	Address Type
0390	Street Number/Name
0400	Apartment/Room/Suite Number
0410	City
0420	County
0430	State
0440	Zip Code
0450	Country

0460	Complete Address
0470	Telephone Status
0480	Telephone Number
0490	Facsimile (FAX) Number
0500	Electronic Mail Address
0510	Electronic Mail System
0520	Electronic Mail Carrier Contact

Health Information

0530	Medical Examination Type
0540	Medical Examination Date
0550	Medical Examination Results
0560	Other Health Data and Medical Conditions
0570	Special Adaptation Requirements
0580	Other Special Health Needs, Information, or Instructions

Immunizations

0590	Immunization Type
0600	Immunizations Mandated by State Law for Employment
0610	Immunization Date
0620	Immunization Status Code

Injury

0630	Injury Type
0640	Injury Occurrence Date
0650	Injury Occurrence Location
0660	Injury Description
0670	Injury Insurance Claim Filing Date

B. EDUCATIONAL BACKGROUND

Education Institution Information

0120	Name of Institution
0380	Address Type
0390	Street Number/Name
0400	Apartment/Room/Suite Number
0410	City
0420	County
0430	State
0440	Zip Code
0450	Country
0470	Telephone Status
0480	Telephone Number
0490	Facsimile (FAX) Number
0500	Electronic Mail Address
0510	Electronic Mail System
0520	Electronic Mail Carrier Contact
0130	Identification Number
0140	Identification System
0680	Enrollment Status
0690	Entry Date
0700	Exit/Withdrawal Date

Subject Matter Area of Study

0710	Level of Specialization
0720	Postsecondary Subject Matter Area
0730	Course Completed in Subject Matter Area
0740	Grade Earned in Course
0745	Credit Type Earned
0750	Credit Hours Earned in Course
0760	Continuing Education Units (CEUs) Earned in Course
0770	Continuing Education Unit (CEU) Purpose

Other Training

0780	Course/Training Program Title/ Description
0790	Course/Training Program Completion Date

Recognition Earned

0800	Degree/Certificate Title/Description
0810	Degree/Certificate Distinctions
0820	Degree/Certificate Conferring Date
0830	Honor or Award

C. PROFESSIONAL DEVELOPMENT

Activity Description

0840	Professional Development Activity Title/Description
0850	Professional Development Activity Relevance
0860	Professional Development Activity Anticipated Outcome
0870	Professional Development Activity Purpose
0880	Professional Development Activity Participant's Role
0890	Professional Development Activity Format
0900	Professional Development Activity Involvement

Activity Provider (Presenter)

0110	Name of Individual
0120	Name of Institution
0460	Complete Address
0470	Telephone Status
0480	Telephone Number

Activity Logistics

0910	Professional Development Activity Beginning Date
0920	Professional Development Activity Ending Date
0930	Professional Development Activity Intensity
0940	Professional Development Activity Frequency
0950	Professional Development Activity Contact Hours
0960	Professional Development Activity Duration
0970	Professional Development Activity Location

Activity Support

0980	Program Support/Funding Source
0990	Professional Development Activity Arrangement
1000	Professional Development Activity Compensation
1010	Professional Development Activity Sponsor

Results

1020	Professional Development Activity Outcomes
1030	Professional Development Activity Credit Type Offered
1040	Number of Credits Earned

D. QUALIFICATION INFORMATION

Credential Information

1050	Credential Type
1060	Non-Teaching Credential Field
1070	Teaching Credential Type
1080	Teaching Credential Basis
1090	Credential Description
0130	Identification Number
0140	Identification System
1100	Credential Issuance Date
1110	Credential Expiration Date
1120	Credential Issuance/Renewal Requirement
1130	Credential Renewability Status
1140	Credential Authorized Function
1150	Credential Authorized Instructional Level
1160	Credential Specified Contact Group
1170	Teaching Field or Area Authorized
1180	Course, Subject, or Activity Authorized
1190	Alternative Credential Requirement
1200	Alternative Credential Requirement Description
1210	Program Sponsor
0120	Name of Institution
0460	Complete Address
0470	Telephone Status
0480	Telephone Number
0110	Name of Individual

Assessment Information

1220	Credential Assessment Purpose
1230	Credential Assessment Title/ Description
1240	Credential Assessment Standard Indicator
1250	Credential Assessment Type
1260	Credential Assessment Content
1270	Credential Assessment Content Level
1280	Credential Assessment Date
1290	Credential Assessment Score/Results

Credentialing Requirements

1300	Oath of Allegiance Date
1310	Security Verification
1320	Security Verification Means
1330	Security Verification Date
1340	Credential Fee Amount
1350	Credential Fee Payment Status
1360	Credential Fee Payment Date

Publications

1370	Publication Type
1380	Publication Description

Prior Experience

0430	State
1390	Business Type
1400	Employment Status

1410	Employment Beginning Date
1420	Employment Separation Date
1430	Employment Separation Reason
1440	Nature of Prior Employment
1450	Teaching Assignment
1460	Instructional Level

Years of Employment Experience

1470	Years of Prior Teaching Experience
1480	Years of Prior Education Experience
1490	Years of Prior Related Experience
1500	Total Number of Years of Prior Experience

Internship/Apprenticeship

1510	Internship/Apprenticeship Description
1520	Internship/Apprenticeship Beginning Date
1530	Internship/Apprenticeship Ending Date

Related Travel Activities

1540	Travel Location
1550	Travel Purpose
1560	Travel Beginning Date
1570	Travel Ending Date

Other Interests

1580	Avocational Interests and Skills
0830	Honor or Award
1590	Other Areas of Informal Qualification
1600	Special Contact Group Empathies
1610	Years of Participation
1620	Office Held
1630	Office Term Beginning Date
1640	Office Term Ending Date

E. CURRENT EMPLOYMENT

Entry into Employment

1650	Means of Introduction for Employment
0110	Name of Individual
0120	Name of Institution
0460	Complete Address
0470	Telephone Status
0480	Telephone Number
1410	Employment Beginning Date

Employment Conditions

1400	Employment Status
1660	Contractual Term
1670	Contract Beginning Date
1680	Contract Ending Date
1690	Employment Time Annually
1700	Full-time Equivalency (FTE)
1710	Full-time Status
1720	Hours of Service per Day
1730	Days of Service per Week
1740	Hours of Service per Week
1750	Scheduled Work Time Daily
1760	Scheduled Work Days Weekly
1770	Scheduled Work Months Annually
1780	Job Title
1790	Position Number
1800	Fair Labor Standards Act Coverage
1810	Substitute Status

Compensation

1820	Pay Grade
1830	Pay Range
1840	Base Salary or Wage
1850	Pay Rate Basis
1860	Supplement for Cocurricular Activities
1870	Supplement for Extracurricular Activities
1880	Supplement for Other Activities
1890	Salary for Overtime
1900	Overtime Identifier
1910	Salary for Sabbatical Leave
1920	Other Salary or Wage Rate
1930	Actual Total Salary Paid
1940	Pay Period Length
1950	Payment Duration
1960	Additional Compensation
1970	In-Kind Compensation Type
1980	In-Kind Compensation Dollar Amount
1990	Payroll Special Arrangement
2000	Payroll Deduction Amount

Employee Benefits

2010	Employee Benefit Type
2020	Eligibility Status
2030	Ineligibility Reason
2040	Coverage Description
2050	Coverage Type
2060	Coverage Identifier

2070	Coverage Amount
2080	Special Terms
2090	Coverage Beginning Date
2100	Coverage Ending Date
2110	Vesting Percentage
2120	Anticipated Use Date
2130	Actual Use Date

Employee Benefit Contributions

2140	Benefit Contributor Type
2150	Benefit Contribution Type
2160	Benefit Contribution
2170	Payment Required per Pay Period

Beneficiary

2180	Relationship to Staff Member

Attendance Status

2190	Leave Type
2200	Leave Substitution Status
2210	Leave Payment Status
2220	Maximum Leave Allowed
2230	Leave Accrued
2240	Hours of Leave Used
2250	Leave Taken Date
2260	Leave Balance

Grievances

2270	Grievance Description
2280	Grievance Date
2290	Grievance Action

F. ASSIGNMENTS

Assignment Information

2300	Job Classification
2310	Assignment Description
1450	Teaching Assignment
1460	Instructional Level
2320	Scope of Activity
2330	Essential Personnel Identifier
2340	Time Period Classification
2350	Time Period
2360	Session Type
2370	Activity Beginning Date
2380	Activity Ending Date

Operational Unit to Which Assigned

0120	Name of Institution
0130	Identification Number
0140	Identification System
0460	Complete Address
0470	Telephone Status
0480	Telephone Number
2390	Location
2400	Facility Type
0110	Name of Individual

Schedule for Current Assignment

1700	Full-time Equivalency (FTE)
1710	Full-time Status
1750	Scheduled Work Time Daily
1760	Scheduled Work Days Weekly
1770	Scheduled Work Months Annually

Staff Assignment Workload

2410	Course Assigned
2420	Unit of Work
2430	Time Expended
2440	Percent of Total Time

Program Information

2450	School Grade Level Classification
2460	Program Type
0980	Program Support/Funding Source
2470	Function Type

G. EVALUATION AND CAREER DEVELOPMENT

Quality of Performance

2480	Evaluation Purpose
2490	Evaluation Periodicity
2500	Evaluation Date
2510	Evaluation Outcome
2520	Evaluation System
2530	Evaluation Score/Rating
2540	Evaluation Scale
0110	Name of Individual
1780	Job Title
0120	Name of Institution
0130	Identification Number
0140	Identification System
0460	Complete Address
0470	Telephone Status
0480	Telephone Number

Career Development Alternatives

2300	Job Classification
2460	Program Type

2470	Function Type
2550	Readiness for Assignment of Greater Responsibility
2560	Career Development Needs
2570	Preparation Type
2580	Preparation Location
2590	Preparation Duration
2600	Preparation Funding

H. SEPARATION FROM EMPLOYMENT

1420	Employment Separation Date
2610	Employment Separation Type
1430	Employment Separation Reason
2620	Severance Pay
2630	Reemployment Eligibility
2640	Reason Not Eligible for Reemployment

POTENTIAL ENTITY USES[1]

01 **Staff Member**--An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of a management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) an independent contractor or businessperson working at a school site.

02 **Emergency Contact**--An individual who is to be notified in the event of an emergency involving a staff member.

03 **Education Institution**--A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

04 **Professional Development Activity**--A planned, structured process through which an individual improves his or her job-related knowledge, skills, or attitudes. Such a process is designed to enable an employee to grow within a profession or organization or to attain an initial or additional credential.

05 **Credentialing Organization**--An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.

06 **Mentor**--An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.

07 **Evaluator**--An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.

08 **Employer**--A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.

09 **Organizational Membership**--An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.

10 **Recruiter**--An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.

11 **Employee Benefit**--Any type of compensation: 1) provided in a form other than direct wages; and 2) established by or paid for in part, in kind, or completely by the employer or a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.

---

[1] These **entities** refer to persons, places, events, objects, or concepts about which data can be collected.

12 **Employee Benefit Carrier**--An organization or institution that administers benefit plans or services to a staff member.

13 **Employee Benefit Contributor**--An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.

14 **Beneficiary**--An individual identified to receive the income or inheritance from an insurance policy, trust or will.

15 **Assignment**--A specific group of activities for which a staff member has been given responsibility.

16 **Immediate Supervisor**--An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.

17 **Evaluation**--The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.

A. PERSONAL INFORMATION

This section contains information about an individual's name, background, military status, address, and health.

Entity Uses:	Staff Member Emergency Contact

Name--A word or series of words by which a subject is known and distinguishable.

0010 **First Name**--A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0020 **Middle Name**--A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0030 **Last/Surname**--The name borne in common by members of a family.

Entity Uses: Staff Member

0040 **Generation Code**--An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Uses: Staff Member

0050 **Personal Title**--An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Uses: Staff Member

0060 **Alias**--An assumed name, or a name by which an individual is otherwise known.

Entity Uses: Staff Member

0070 **Former Legal Name**--A previously recognized, legally accepted name that is no longer valid.

Entity Uses: Staff Member

0080 **Last/Surname at Birth**--The original surname of an individual as identified at birth before any subsequent changes (e.g., the surname of a woman before accepting a married surname).

Entity Uses: Staff Member

0090 **Nickname**--A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

Entity Uses: Staff Member

0100 **Tribal or Clan Name**--A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

Entity Uses: Staff Member

0110 **Name of Individual**--The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (if component parts are not required or requested separately).

Entity Uses: Emergency Contact

0120 **Name of Institution**--The full, legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Background Information--Personal information about and particular to an individual, organization, or institution.

0130 **Identification Number**--A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Staff Member

0140 **Identification System**--A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number
02 Health record number
03 Medicaid number
04 Migrant student records transfer system (MSRTS) number (not generally used for staff)
05 Professional certificate or license number
06 School-assigned number
07 Selective service number
08 Social security administration number[2]
09 College Board/ACT code set of PK-grade 12 institutions
10 Local education agency (LEA) number
11 State education agency (SEA) number
12 U.S. Department of Education, National Center for Education Statistics (NCES) number
13 Other agency (e.g., Roman Catholic diocese or association number)
14 Integrated Postsecondary Education Data System (IPEDS) number
15 College Board Admission Testing Program (ATP) number
16 American College Testing (ACT) Program number
99 Other

Entity Uses: Staff Member

---

[2] Because of its sensitive nature, use of the social security number is often regulated by state or federal law.

0150 **Race/Ethnicity**--The general racial or ethnic heritage category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.[3]

01 American Indian or Alaskan Native--A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

02 Asian or Pacific Islander--A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

03 Black (not Hispanic)--A person having origins in any of the black racial groups of Africa.

04 Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

05 White (not Hispanic)--A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Staff Member

0160 **National/Ethnic Origin Subgroup**--The national or ethnic subgroup of a person other than "American." Examples for Asian/Pacific Islanders include: Chinese, Japanese, Korean, Filipino, Hawaiian, Vietnamese, Asian Indian, Samoan, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Columbian, Nicaraguan, Salvadoran, or Spaniard. Tribal registration could be listed for Alaskan Natives or American Indians (e.g., Navaho).

Entity Uses: Staff Member

0170 **Sex**--A person's gender.

01 Female--A woman or a girl.

02 Male--A man or a boy.

Entity Uses: Staff Member

0180 **Birthdate**--The month, day, and year on which an individual was born.

Entity Uses: Staff Member

0190 **Birthdate Verification**--The evidence by which an individual's date of birth is confirmed.

---

[3] These categories for federal reporting are identified in the Equal Employment Opportunity Commission School Reporting Form (EEO-5), which reflects the Office of Management and Budget (OMB) Statistical Policy Directive No. 15. Category designations do not denote scientific definitions of anthropological origins.

01 Baptismal or church certificate--A form, issued by a church, listing the birthdate and certifying the baptism of a child.

02 Birth certificate--A written statement or form issued by an office of vital statistics verifying the name and birthdate of a child as reported by the physician attending at the birth.

03 Entry in a family Bible--An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

04 Hospital certificate--A certificate issued by a hospital verifying the name and birthdate of a child.

05 Parent's affidavit--A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

06 Passport--Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

07 Physician's certificate--A certificate issued by the physician attending at birth, verifying the name and birthdate of a child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

08 Previously verified school records--A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

98 None

99 Other

Entity Uses: Staff Member

0200 **City of Birth**--The name of the city in which an individual was born.

Entity Uses: Staff Member

0210 **County of Birth**--The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

(Note: A five-digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161)

Entity Uses: Staff Member

0220 **State of Birth**--The name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in Appendix E.)

Entity Uses: Staff Member

0230 **Country of Birth**--The name of the country in which an individual was born.

(Note: A list of countries and their codes can be found in Appendix F.)

Entity Uses: Staff Member

0240 **Citizenship Status**--The description that best identifies the status of an individual's citizenship and/or residency in the United States.

01 Dual national--An individual who is a citizen of more than one country.

02 Non-Resident alien--An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students).

03 Resident alien--An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.

04 United States citizen--An individual who is a citizen of only the United States regardless of how this status was acquired.

99 Other

Entity Uses: Staff Member

0250 **Country of Citizenship**--Any country to which an individual acknowledges citizenship.

(Note: A list of countries and their codes can be found in Appendix F.)

Entity Uses: Staff Member

0260 **Employment Eligibility Verification**--The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to prove his or her eligibility to be legally employed in the United States.[4]

01 U.S. passport
02 Certificate of U.S. citizenship (INS Form N-560 or N-561)
03 Certificate of naturalization (INS Form N-550 or N-570)
04 Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
05 Alien registration receipt card with photograph (INS Form I-151 or I-551)
06 Unexpired temporary resident card (INS Form I-688)
07 Unexpired employment authorization card (INS Form I-688A)
08 Unexpired reentry permit (INS Form I-327)
09 Unexpired refugee travel document (INS Form I-571)

---

[4] Options for this data element are extracted from the Employment Eligibility Verification Form I-9 (Revised 11-21-91), available from the Immigration and Naturalization Service of the U.S. Department of Justice.

10 Unexpired employment authorization document issue by the INS which contains a photograph (INS Form I-688B)
11 U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
12 Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
13 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
14 Native American tribal document
15 U.S. citizen ID card (INS Form I-197)
16 ID card for use of resident citizen in the United States (INS Form I-179)
17 Unexpired employment authorization document issued by the INS (other than those listed above)
99 Other

Entity Uses: Staff Member

0270 **Language Type**--An indication of the function and context in which an individual uses a language to communicate.

01 Correspondence language--The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

02 Dominant language--The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

03 Home language--The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

04 Native language--The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

05 Other language proficiency--Any language or dialect, other than the dominant language, in which an individual is proficient.

99 Other

Entity Uses: Staff Member

0280 **Language**--The specific language or dialect that an individual uses to communicate.

(Note: A list of languages and dialects can be found in Appendix G.)

Entity Uses: Staff Member

0290 **Religious Background**--The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

01 Amish

02 Assembly of God
03 Baptist
04 Buddhist
05 Calvinist
06 Catholic
07 Eastern Orthodox
08 Episcopal
09 Friends
10 Greek Orthodox
11 Hindu
12 Islamic
13 Jehovah's Witnesses
14 Jewish
15 Latter Day Saints
16 Lutheran
17 Mennonite
18 Methodist
19 Other Christian denomination
20 Pentecostal
21 Presbyterian
22 Seventh Day Adventist
23 Tao
98 None
99 Other

Entity Uses: Staff Member

0300 **Marital Status**--The condition of an individual with regard to marriage.

01 Legally separated
02 Married
03 Not married (never married, legally divorced, widowed, or marriage annulled)

Entity Uses: Staff Member

0310 **Highest Level of Education Completed**--The extent of formal instruction an individual has received (i.e., the highest grade in school or its equivalent or the highest degree received).

01 No school completed
02 Nursery school
03 Kindergarten
04 1st, 2nd, 3rd, or 4th grade
05 5th, 6th, 7th, or 8th grade
06 9th grade
07 10th grade
08 11th grade
09 12th grade, no diploma
10 High school graduate--high school diploma or the equivalent (e.g., GED or recognized homeschool)

11 Post graduate (Grade 13)
12 Formal award, certificate or diploma (less than one year)
13 Formal award, certificate or diploma (more than or equal to one year)
14 Some college but no degree
15 Associate's degree (two years or more)
16 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
17 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Phar., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
18 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
19 Specialist's degree (e.g., Ed.S)
20 Doctoral (Doctors) degree (e.g., Ph.D, Ed.D)
99 Other

Entity Uses: Staff Member

Military Status--Information about an individual's military service including dates of entry and discharge.

0320 **Military Service Type**--The branch the Armed Forces in which an individual serves/served.

01 United States Air Force
02 United States Army
03 United States Coast Guard
04 United States Marine Corps
05 United States Navy
06 National Guard

Entity Uses: Staff Member

0330 **Military Duty Status**--The current military status of an individual.

01 Active duty--An individual who is currently engaged in full-time military service.

02 Ready reserve, selected reserve--An individual assigned to a unit designated by their Service and approved by the Chairman of the Joint Chiefs of Staff as essential to wartime missions. These units have priority for training, equipment, and personnel over other Reserve elements. Individual Mobilization Augmentees are members of the Selected Reserve not attached to an organized Reserve unit. They are assigned to an Active component organization, the Selective Service System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.

03 Ready reserve, individual ready reserve (IRR)--An individual assigned to a manpower pool of pre-trained members who have already served in Active component units or in the Selected Reserve. IRR members are liable for involuntary active duty and fulfillment of mobilization requirements.

04 Ready reserve, inactive national guard (ING)--An individual assigned to the Army National Guard who is on inactive status. (The Air National Guard does not maintain members in the ING.) Members of the ING are attached to National Guard units but do not participate in training activities. Upon mobilization under the required authority, they would report to their units. To remain members of the ING, individuals must report annually.

05 Standby reserve--An individual who has completed all obligated or required service or has been removed from the Ready Reserve due to circumstances of civilian employment, ineligibility for mobilization, temporary hardship, or disability. They maintain affiliation, but are not assigned to a unit and do not perform training. (Army National Guard and Air National Guard do not have a Standby Reserve.)

06 Retired reserve--An individual placed on retired status based upon the completion of 20 or more qualifying years of individual or combined Reserve and Active component service.

98 None

Entity Uses: Staff Member

0340 **Military Entry Date**--The month, day, and year on which an individual entered the military service.

Entity Uses: Staff Member

0350 **Military Discharge Date**--The month, day, and year on which an individual was discharged from the military service.

Entity Uses: Staff Member

0360 **Military Discharge Type**--The type of discharge that an individual was granted upon leaving the Armed Forces.

01 Honorable
02 General
03 Dishonorable

Entity Uses: Staff Member

0370 **Military Reserve Obligation Ending Date**--The month, day, and year on which an individual's obligation to the Military Reserve ends.

Entity Uses: Staff Member

Address/Contact Information--Information that can be used to direct communication to an individual, organization, or institution.

0380 **Address Type**--The designation of the type of address which identifies the location of an individual.

01 Mailing address--The address at which an individual prefers to receive mailed correspondence.

02 Permanent address--The address which an individual considers to be his or her permanent place of residence.

03 Campus address--The address on a school property at which an individual works or resides, if different from a permanent address.

04 Summer or off-season address--The address at which an individual may be reached during the summer or during a leave.

05 Business address--The address of any other place of business where an individual is employed.

Entity Uses: Staff Member

0390 **Street Number/Name**--The street number and street name or post office box number of an address.

Entity Uses: Staff Member

0400 **Apartment/Room/Suite Number**--The apartment, room, or suite number of an address.

Entity Uses: Staff Member

0410 **City**--The name of the city in which an address is located.

Entity Uses: Staff Member

0420 **County**--The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

(Note: A five-digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161)

Entity Uses: Staff Member

0430 **State**--The name of the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in Appendix E.)

Entity Uses: Staff Member

0440 **Zip Code**--The five or nine digit zip code portion of an address.

Entity Uses: Staff Member

0450 **Country**--The name of the country in which an address is located.

(Note: A list of countries and their codes can be found in Appendix F.)

Entity Uses: Staff Member

0460 **Complete Address**--The street number and name, apartment/room/suite number, city, (county), state, zip code, and country of an address (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0470 **Telephone Status**--An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection or no one available to answer the telephone during certain hours).

Entity Uses:	Staff Member Emergency Contact

0480 **Telephone Number**--The telephone number including the international code, area code, and extension, if applicable.

Entity Uses:	Staff Member Emergency Contact

0490 **Facsimile (FAX) Number**--The telephone number used by an individual or organization to send or receive facsimile (FAX) transmissions including the international code and area code, if applicable.

Entity Uses:	Staff Member

0500 **Electronic Mail Address**--The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses:	Staff Member

0510 **Electronic Mail System**--The name, description, or designation of the electronic mail (E-mail) network to which an individual belongs.

Entity Uses:	Staff Member

0520 **Electronic Mail Carrier Contact**--The telephone number used (most often by a modem connection) to contact the electronic mail (E-mail) network to which a user belongs.

Entity Uses:	Staff Member

Health Information--Information about an individual's health including immunizations and injuries as they relate to his or her employment.[5]

0530 **Medical Examination Type**--A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process or impairment.

01 Vision evaluation--An examination used to measure an individual's ability to see.

02 Hearing evaluation--An examination used to measure an individual's ability to perceive sounds.

03 Speech and language evaluation--An examination used to measure an individual's ability to communicate orally with others.

---

[5] Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

04 Routine physical examination/screening--A physical examination used to assess an individual's general health condition.

05 Special physical examination--A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

06 Physical examination for sports participation--An examination used to determine an individual's fitness to participate in the physical education program and/or interscholastic athletics. This examination is often required by an education institution, or local or state agency. (Not generally used for staff.)

07 Employment evaluation--An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

08 Psychological evaluation--An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

99 Other

Entity Uses: Staff Member

0540 **Medical Examination Date**--The month, day, and year on which a health evaluation occurred.

Entity Uses: Staff Member

0550 **Medical Examination Results**--A written report outlining specific findings of an individual's health examination or health test as determined by a qualified professional.

Entity Uses: Staff Member

0560 **Other Health Data and Medical Conditions**--Information concerning an individual's health which is not provided in the above data elements.

Entity Uses: Staff Member

0570 **Special Adaptation Requirements**--Specific equipment or arrangements an individual needs because of his or her special physical conditions.

Entity Uses: Staff Member

0580 **Other Special Health Needs, Information, or Instructions**--A description of detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her health care provider.

Entity Uses: Staff Member

Immunizations--Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

0590 **Immunization Type**--An indication of the type of immunization that an individual has satisfactorily received.

Entity Uses: Staff Member

0600 **Immunizations Mandated by State Law for Employment**--An indication that an immunization is specifically required by an organization or governing body. Some diseases for which immunizations are most frequently required include: Diphtheria, Hepatitis B, Influenza, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella (German measles), Rubeola (measles), Small Pox, Tetanus, Tuberculosis (BCG), and Rh. Immune Globulin.

01 Required
02 Not required

Entity Uses: Staff Member

0610 **Immunization Date**--The month, day, and year on which an individual receives an immunization.

Entity Uses: Staff Member

0620 **Immunization Status Code**--An indication of circumstances or situations affecting the immunization of an individual.

01 First inoculation
02 Second inoculation
03 Third inoculation
04 Fourth inoculation
05 Fifth inoculation
06 Sixth inoculation
07 Seventh inoculation
08 Eighth inoculation
09 Ninth inoculation
10 Medical exemption
11 Personal exemption
12 Religious exemption
13 Already had the disease
99 Other

Entity Uses: Staff Member

Injury--Information about any incident in which an individual is injured during the official performance of duties.[6]

0630 **Injury Type**--The description of an injury that is sustained that might or does affect an individual's performance.

(Note: A list of medical conditions and their codes can be found in Appendix H.)

Entity Uses: Staff Member

---

[6] Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.

0640 **Injury Occurrence Date**--The month, day and year on which an individual is injured.

Entity Uses: Staff Member

0650 **Injury Occurrence Location**--The city, state and country in which an individual's injury took place.

Entity Uses: Staff Member

0660 **Injury Description**--A description of the circumstances surrounding the injury of an individual during the official performance of duties, including information collected from a witness.

Entity Uses: Staff Member

0670 **Injury Insurance Claim Filing Date**--The month, day and year on which an individual filed an insurance claim for his or her injury.

Entity Uses: Staff Member

B. EDUCATIONAL BACKGROUND

This section contains information about the education institution an individual attends or has attended, the subject matter area studied, degrees and certificates earned, additional credit hours/continuing education units received, academic awards and honorary degrees, and other training.

Entity Uses:	Education Institution Staff Member

Education Institution Information--The identification of the school, education institution, or corresponding agency that an individual previously or currently attends.

0120 **Name of Institution**--See Section A.

Entity Uses: Education Institution

0380 **Address Type**--See Section A.

Entity Uses: Education Institution

0390 **Street Number/Name**--See Section A.

Entity Uses: Education Institution

0400 **Apartment/Room/Suite Number**--See Section A.

Entity Uses: Education Institution

0410 **City**--See Section A.

Entity Uses: Education Institution

0420 **County**--See Section A.

Entity Uses: Education Institution

0430 **State**--See Section A.

Entity Uses: Education Institution

0440 **Zip Code**--See Section A.

Entity Uses: Education Institution

0450 **Country**--See Section A.

Entity Uses: Education Institution

0470 **Telephone Status**--See Section A.

Entity Uses: Education Institution

0480 **Telephone Number**--See Section A.

Entity Uses: Education Institution

0490 **Facsimile (FAX) Number**--See Section A.

Entity Uses: Education Institution

0500 **Electronic Mail Address**--See Section A.

Entity Uses: Education Institution

0510 **Electronic Mail System**--See Section A.

Entity Uses: Education Institution

0520 **Electronic Mail Carrier Contact**--See Section A.

Entity Uses: Education Institution

0130 **Identification Number**--See Section A.

Entity Uses: Education Institution

0140 **Identification System**--See Section A.

Entity Uses: Education Institution

0680 **Enrollment Status**--An indication as to whether an individual's name was or is officially registered on the roll of an education institution.

01 Currently enrolled--An individual is enrolled in an education institution at the present time.

02 Previously enrolled--An individual is no longer enrolled in an education institution.

Entity Uses: Education Institution

0690 **Entry Date**--The month, day, and year on which an individual enters and begins to receive instructional services in a school or an education institution during a given session.

Entity Uses: Education Institution

0700 **Exit/Withdrawal Date**--The month, day, and year of the first day after the date of an individual's last attendance in school (if known), the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.

Entity Uses: Education Institution

Subject Matter Area of Study--Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

0710 **Level of Specialization**--The extent to which an individual concentrates upon a particular subject matter area during his or her period of study at an education institution.

01 Major--A principle area of academic specialization chosen by an individual.

02 Minor--A secondary area of academic specialization chosen by an individual.

03 Area of emphasis--An area of academic specialization chosen by an individual other than his or her major or minor.

04 Post-degree study--An additional area of study that an individual undertakes after having already received his or her last degree or certificate.

Entity Uses: Staff Member

0720 **Postsecondary Subject Matter Area**--The descriptive name of an academic or vocational discipline studied by an individual.[7]

01 Agricultural business and production
02 Agricultural sciences
03 Conservation and renewable natural resources
04 Architecture and related programs
05 Area, ethnic and cultural studies
08 Marketing operations/marketing and distribution
09 Communications
10 Communications technologies
11 Computer and information sciences
12 Personal and miscellaneous services
13 Education[8]
14 Engineering
15 Engineering-related technologies
16 Foreign languages and literatures
19 Home economics
20 Vocational home economics
21 Technology education/industrial arts
22 Law and legal studies
23 English language and literature/letters
24 Liberal arts and sciences, general studies and humanities
25 Library science
26 Biological sciences/life sciences

---

[7] This list of options has been extracted from the Classification of Instructional Programs, published in 1991 by the National Center for Education Statistics and available from the Government Printing Office.

[8] A complete list of sub-option codes for "13 Education" can be found in Appendix I.

27 Mathematics
28 Reserve Officers' Training Corp (ROTC)
29 Military technologies
30 Multi/interdisciplinary technologies
32 Basic skills
33 Citizenship activities
34 Health-related knowledge and skills
35 Interpersonal and social skills
36 Leisure and recreational activities
37 Personal awareness and self-improvement
31 Parks, recreation, leisure and fitness studies
38 Philosophy and religion
39 Theological studies and religious vocations
40 Physical sciences
41 Science technologies
42 Psychology
43 Protective services
44 Public administration and services
45 Social sciences and history
46 Construction trades
47 Mechanics and repairers
48 Precision production trades
49 Transportation and materials moving workers
50 Visual and performing arts
51 Health professions and related sciences
52 Business management and administrative services

Entity Uses: Staff Member

0730 **Course Completed in Subject Matter Area**--The titles (or descriptions) of any courses completed by an individual in his or her academic or vocational discipline.

Entity Uses: Staff Member

0740 **Grade Earned in Course**--An indication of the grade earned or rating received by an individual for completing a course.

Entity Uses: Staff Member

0745 **Credit Type Earned**--The type of credits or units of value received for the completion of a course.

01 Carnegie unit--A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long Session hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit--A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

11 No credit--A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Staff Member

0750 **Credit Hours Earned in Course**--The number of credit hours earned by an individual for completing a course.

Entity Uses: Staff Member

0760 **Continuing Education Units (CEUs) Earned in Course**--The number of CEUs earned by an individual for completing a course.

Entity Uses: Staff Member

0770 **Continuing Education Unit (CEU) Purpose**--The reason an individual participates in a program or course to receive CEUs.

Entity Uses: Staff Member

Other Training--Study or training program completed by an individual other than in a regular vocational, undergraduate or graduate course or program. Examples include computer programming and automobile repair courses given by private companies, management seminars given by professional organizations, adult education courses, and safety programs taught by civic groups (e.g., the Red Cross).

0780 **Course/Training Program Title/Description**--The name of the course or training program completed by an individual other than in a regular vocational, undergraduate or graduate course or program.

Entity Uses: Staff Member

0790 **Course/Training Program Completion Date**--The month, day, and year on which an individual completes a course or training program other than in a regular vocational, undergraduate or graduate course or program.

Entity Uses: Staff Member

Recognition Earned--Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

0800 **Degree/Certificate Title/Description**--The type or name of degrees or certificates earned by an individual. This includes honorary degrees conferred upon an individual.

Entity Uses: Staff Member

0810 **Degree/Certificate Distinctions**--A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

Entity Uses: Staff Member

0820 **Degree/Certificate Conferring Date**--The month, day, and year on which an individual received a degree or certificate.

Entity Uses: Staff Member

0830 **Honor or Award**--A description of any educational, professional, or other honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

C. PROFESSIONAL DEVELOPMENT

This section includes information which relates to a planned, structured process through which an individual will improve his or her job-related knowledge, skills, or attitudes. The process enables an employee to grow within a profession or an organization. It also allows for an individual to gain additional training through alternative routes (e.g., other than traditional teaching programs). In addition to information about the professional development activity in which an individual is involved, this section also describes the logistics and results of the activity.

Entity Uses: Professional Development Activity

Activity Description--A description of any activity in which a staff member is involved (as a leader or participant) which relates to his or her professional development.

0840 **Professional Development Activity Title/Description**--The title (or description) of a professional development activity.

Entity Uses: Professional Development Activity

0850 **Professional Development Activity Relevance**--An indication as to whether the contents of a professional development activity is directly related to an individual's performance of job duties.

01 Related to current job--The contents of the professional development activity are directly related to and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

02 Related to advancement within the current job--The contents of the professional development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

03 Related to a different job or higher position--The contents of the professional development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties for a different or higher position in the future.

04 Not related--The contents of the professional development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her professional work.

Entity Uses: Professional Development Activity

0860 **Professional Development Activity Anticipated Outcome**--The anticipated results of an individual's successful participation in a professional development activity.

01 Completion of a program of studies--An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate, but not a professional credential.

02 Seeking an initial credential--An individual is involved in a professional development activity to fulfill the requirements for obtaining a professional credential for his or her profession.

03 Renewing a credential--An individual is involved in a professional development activity to fulfill the requirements for obtaining a renewal of a professional credential or for being re-certified in his or her profession.

04 Obtaining an advanced-level credential--An individual is involved in a professional development activity to fulfill the requirements for obtaining an advanced-level credential in his or her profession.

Entity Uses: Professional Development Activity

0870 **Professional Development Activity Purpose**--The primary reason an individual is involved in a professional development activity.

01 Acquisition of new skills--An individual is involved in a professional development activity to acquire new skills he or she has not already possessed.

02 Maintenance of skills--An individual is involved in a professional development activity to maintain or update existing skills he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

03 Remediation of skills--An individual is involved in a professional development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

Entity Uses: Professional Development Activity

0880 **Professional Development Activity Participant's Role**--An indication of the level of involvement of an individual while participating in a professional development activity.

01 Consumer/learner--An individual is a recipient of the knowledge and skills given in a professional development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protegé in a mentoring activity.

02 Provider/trainer--An individual is an expert presenter of the contents of the professional development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

03 Collaborator/peer--An individual is a peer participant in a professional development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

Entity Uses: Professional Development Activity

0890 **Professional Development Activity Format**--A designation of the specific category explaining how a professional development activity is organized.

01 Conference--A professional development activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

02 Committee--A professional development activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

03 Cooperative activity--A professional development activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new program, or a process to solve problems or improve service delivery.

04 Education--A professional development activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.

05 Mentoring/coaching--A professional development activity in which an individual provides or receives professional advice and support to or from another fellow colleague.

06 Networking with professionals in the field--A professional development activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

07 Professional collaboratives--A professional development activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.

08 Professional organization--A professional development activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

09 Research and/or publication--A professional development activity in which an individual participates in a research or publication effort on a specific topic.

10 Self-instruction--A professional development activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special, individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.

11 Training--A professional development activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop, a series of computer training courses, an institute consisting of a series of training meetings, a seminar to study a subject under the leadership of an expert, or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.

99 Other

Entity Uses: Professional Development Activity

0900 **Professional Development Activity Involvement**--A description of an individual's level of involvement in a professional development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

Entity Uses: Professional Development Activity

Activity Provider (Presenter)--Information about the individual or organization actually providing or presenting a professional development activity to a staff member.

0110 **Name of Individual**--See Section A.

Entity Uses: Professional Development Activity

0120 **Name of Institution**--See Section A.

Entity Uses: Professional Development Activity

0460 **Complete Address**--See Section A.

Entity Uses: Professional Development Activity

0470 **Telephone Status**--See Section A.

Entity Uses: Professional Development Activity

0480 **Telephone Number**--See Section A.

Entity Uses: Professional Development Activity

Activity Logistics--Information concerning the date, time, frequency, duration and location of a professional development activity in which a staff member is involved.

0910 **Professional Development Activity Beginning Date**--The month, day, and year on which an individual begins participating in a professional development activity.

Entity Uses: Professional Development Activity

0920 **Professional Development Activity Ending Date**--The month, day, and year on which an individual ceases participating in a professional development activity.

Entity Uses: Professional Development Activity

0930 **Professional Development Activity Intensity**--The total number of sessions an individual is expected to participate in a professional development activity.

Entity Uses: Professional Development Activity

0940 **Professional Development Activity Frequency**--The average number of sessions per month that an individual participates in a professional development activity.

Entity Uses: Professional Development Activity

0950 **Professional Development Activity Contact Hours**--The total number of hours or portion of hours in which an individual participates in a professional development activity.

Entity Uses: Professional Development Activity

0960 **Professional Development Activity Duration**--The average number of hours or portion of hours that an individual participates in a professional development activity session.

Entity Uses: Professional Development Activity

0970 **Professional Development Activity Location**--An indication as to the location at which a professional development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

Entity Uses: Professional Development Activity

Activity Support--Information concerning the sponsorship of a professional development activity, including financial, administrative, and assignment issues.

0980 **Program Support/Funding Source**--Ultimate and intermediate providers of funds for a particular program or service.

01 Federal government
02 State government
03 Local government
04 Intermediate agency or government
05 Local administrative unit (LAU/LEA)
06 Institution of Higher Education (IHE)
07 Joint IHE/LEA
08 School
09 Business
10 Community
11 Self (tuition/fees)
12 Parent/teacher organizations
13 Individuals (endowments)
14 Foundations and other charitable organizations
15 Religious organizations
16 Unions
17 Fraternal organizations
18 Insurance
19 Military
99 Other

Entity Uses: Professional Development Activity

0990 **Professional Development Activity Arrangement**--An indication of the manner in which an individual's participation in a professional development activity has been scheduled.

01 Released time, substitute provided--An individual is excused from performing his or her regular job duties to participate in a professional development activity. A substitute is arranged to perform the job duties on his or her behalf.

02 Released time from duties, no substitute provided--An individual is excused from performing his or her regular job duties to participate in a professional development activity. No substitute is arranged to perform the job duties on his or her behalf.

03 Scheduled time--An individual's time for participating in a professional development activity is built into his or her work schedule.

04 Off-the-job--An individual's participation in a professional development activity takes place while he or she is off-duty.

Entity Uses: Professional Development Activity

1000 **Professional Development Activity Compensation**--An indication of the type of support an individual receives for participating in a professional development activity.

01 Time paid--An individual's participation in a professional development activity is paid for at least through salary or time compensation.

02 Stipend only--An individual's participation in a professional development activity is compensated not through salary or time compensation but with a fixed and regular payment of allowance.

03 Travel/expense reimbursement--An individual's expenses incurred while traveling to participate in a professional development activity are paid for or reimbursed.

04 Tuition and/or fees--An individual's costs of participating in a professional development activity including tuition and fees are paid for or reimbursed.

05 No compensation--An individual's participation in a professional development activity is not compensated by any other individual or organization but by him or herself.

99 Other

Entity Uses: Professional Development Activity

1010 **Professional Development Activity Sponsor**--An indication of the organization or institution with an administrative responsibility for a professional development activity.

01 Federal government
02 State government
03 Local government
04 Intermediate agency or government
05 Local administrative unit (LAU/LEA)
06 Institution of Higher Education (IHE)
07 Joint IHE/LEA
08 School

09 Business
10 Community
11 Self
12 Parent/teacher organizations
13 Individuals
14 Foundations and other charitable organizations
15 Religious organizations
16 Unions
17 Fraternal organizations
18 Insurance
19 Military
99 Other

Entity Uses: Professional Development Activity

Results--Information about the results or outcomes of an individual's participation in a professional development activity.

1020 **Professional Development Activity Outcomes**--The description of any products, honors, or recognition (e.g., credits earned or certificates conferred) resulting from participation in a professional development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

Entity Uses: Professional Development Activity

1030 **Professional Development Activity Credit Type Offered**--The type of credits or units of value awarded for the completion of a course.

01 College credit
02 Continuing Education Units (CEUs)
03 Professional development credit
99 Other

Entity Uses: Professional Development Activity

1040 **Number of Credits Earned**--The number of credits an individual earns for completing a course or activity.

Entity Uses: Professional Development Activity

D. QUALIFICATION INFORMATION

This section contains information about credentials, prior related experience, internships/apprenticeships, related travel activities, inservice training, and other interests.

Entity Uses:	Staff Member Credentialing Organization Mentor Evaluator Employer Organizational Membership

Credential Information--Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

1050 **Credential Type**--An indication of the category of credential an individual holds.

01 Certification--A voluntary process of recognition in which a non-governmental agency or association recognizes individuals (e.g., by granting titles) who have met predetermined professional standards in their preparation and qualifications and/or in their practice.

02 Licensure--A mandatory process in which a state grants permission to practice an occupation to individuals who meet predetermined, state-imposed qualifications.

03 Registration--A process of requiring individuals to file their name, address, and qualifications with a government agency before practicing an occupation.

04 Endorsement--A process of accepting a licensee's qualifications where the requirements met initially in another jurisdiction were substantially equivalent to those required in the new jurisdiction.

99 Other

Entity Uses: Staff Member

1060 **Non-teaching Credential Field**--An occupation or profession for which an individual holds a certificate, license or permit from a government agency, professional association, or other organization to perform services other than teaching assignment services.

(Note: A list of regulated occupations and professions and their codes can be found in Appendix J.)

Entity Uses: Staff Member

1070 **Teaching Credential Type**--An indication of the category of a legal document giving authorization to perform teaching assignment services.

01 Alternative

02 Temporary or provisional
03 Standard
04 Advanced/master's degree
05 Professional
06 National Board for Professional Teaching Standards (NBPTS)
07 State/local career ladder program
99 Other

Entity Uses: Staff Member

1080 **Teaching Credential Basis**--An indication of the pre-determined criteria for granting the teaching credential that an individual holds.

01 Regular--Teaching credential is granted upon the completion of a regular degree teacher training program at an institution of higher education.

02 Alternative--Teaching credential is granted upon an individual's fulfillment of predetermined criteria other than the completion of a degree teacher training program. This individual undertakes or undertook a process of seeking full credentials to teach through alternative routes (i.e., paths other than traditional teacher training program).

03 Experience--Teaching credential is granted upon an evaluation and recognition of an individual's technical skills and experience (e.g., a vocational education teacher who had extensive experience in woodworking).

99 Other

Entity Uses: Staff Member

1090 **Credential Description**--An indication of the title or description of a credential that an individual holds.

Entity Uses: Staff Member

0130 **Identification Number**--See Section A.

Entity Uses: Staff Member

0140 **Identification System**--See Section A.

Entity Uses: Staff Member

1100 **Credential Issuance Date**--The month, day and year on which an active credential was issued to an individual.

Entity Uses: Staff Member

1110 **Credential Expiration Date**--The month, day and year on which an active credential held by an individual will expire.

Entity Uses: Staff Member

1120 **Credential Issuance/Renewal Requirement**--An indication of any requirements necessary for an individual to receive or renew a credential.

01 Education
02 Fee
03 Practical experience
04 References/background/security verification
05 Test/assessment
99 Other

Entity Uses:	Staff Member

1130 **Credential Renewability Status**--An indication of the need or requirement for a credential to be renewed.

01 Renewable
02 Not renewable

Entity Uses:	Staff Member

1140 **Credential Authorized Function**--A functional area within which an individual is authorized to serve by an active credential (e.g., secondary English teaching, vocational education, special education, or career counseling).

Entity Uses:	Staff Member

1150 **Credential Authorized Instructional Level**--The instructional level or levels (e.g., early childhood, elementary school, middle/junior high school, high school) within which an individual is authorized to serve by an active credential.

Entity Uses:	Staff Member

1160 **Credential Specified Contact Group**--The grade or range of grades within which an individual is authorized to serve by an active credential.

Entity Uses:	Staff Member

1170 **Teaching Field or Area Authorized**--An indication of a teaching field within which an individual is authorized to teach by an active teaching credential. In a departmentalized organization, a teaching field is a major subdivision of the educational program such as language arts, mathematics, music, distributive education, or physical education. In a non-departmentalized situation or in a self-contained classroom, a general teaching level such as elementary or secondary may be the most accurate designation of a teaching field.

01 Prekindergarten
02 Kindergarten
03 General elementary
04 General secondary
05 American Indian/Native American Studies
06 Art
07 Basic skills and remedial education
08 Bilingual education

09 Computer science
10 English/language arts
11 English as a second language
12 Foreign language
13 Gifted (general)
14 Health, physical education
15 Home economics (nonvocational)
16 Mathematics
17 Music
18 Reading
19 Religion/philosophy
20 Social studies/social science
21 Biology
22 Chemistry
23 Geology/earth science
24 Physics
25 General and all other science
26 Library/media specialist
27 Vocational education, agriculture
28 Vocational education, business
29 Vocational education, marketing
30 Vocational education, health occupations
31 Vocational home economics
32 Vocational education, trade and industry
33 Vocational education, technical
34 Other vocational education
35 Special education
99 Other

Entity Uses: Staff Member

1180 **Course, Subject, or Activity Authorized**--The descriptive name or title of a course, subject, or activity an individual is authorized to teach by an active teaching credential.

Entity Uses: Staff Member

1190 **Alternative Credential Requirement**--An indication of any requirements an individual is expected to fulfill prior to receiving full credentials.

01 Education
02 Fee
03 Practical experience
04 References/background/security verification
05 Test/assessment
97 None
99 Other

Entity Uses: Staff Member

1200 **Alternative Credential Requirement Description**--A description of requirements, if any, an individual is expected to fulfill prior to receiving full credentials (e.g., the number of credit hours or continuing education units, number of years of successful teaching experience, or successful performance on a particular assessment).

Entity Uses: Staff Member

1210 **Program Sponsor**--An indication of the type of organization or institution responsible for sponsoring an individual seeking alternative credentialing from a state agency.

01 Local education agency (LEA)/administrative unit (LAU)
02 State education agency (SEA)
03 Institution of higher education (IHE)
04 Joint IHE/LEA
05 Private or religious association
06 Local association, other than private or religious
07 National association, other than private or religious
99 Other (e.g., military)

Entity Uses: Staff Member

0120 **Name of Institution**--See Section A.

Entity Uses: Credentialing Organization
Evaluator
Employer
Organizational Membership

0460 **Complete Address**--See Section A.

Entity Uses: Credentialing Organization
Mentor
Evaluator
Employer
Organizational Membership

0470 **Telephone Status**--See Section A.

Entity Uses: Credentialing Organization
Mentor
Evaluator
Employer
Organizational Membership

0480 **Telephone Number**--See Section A.

Entity Uses: Credentialing Organization
Mentor
Evaluator
Employer

Organizational Membership

0110 **Name of Individual**--See Section A.

Entity Uses:	Mentor Evaluator

Assessment Information--Information about any assessment required of an individual in order to receive, continue, or renew a credential.

1220 **Credential Assessment Purpose**--The reason an assessment is administered to an individual.

01 Initial credentialing
02 Continuation of credential
03 Renewal of credential
99 Other

Entity Uses: Staff Member

1230 **Credential Assessment Title/Description**--An indication of the title or description of an assessment administered to an individual for credentialing purposes.

Entity Uses: Staff Member

1240 **Credential Assessment Standard Indicator**--An indication as to whether an assessment conforms to a standard.

01 Local standard
02 Statewide standard
03 National standard (e.g., NTE)
04 Association Standard
05 School Standard
98 No standard
99 Other standard

Entity Uses: Staff Member

1250 **Credential Assessment Type**--An indication of the method used for an assessment given to an individual for credentialing purposes.

01 Computer
02 Paper/pencil
03 Portfolio (i.e., artifacts of actual performance)
04 Observation
05 Simulation
06 Transcript review
99 Other

Entity Uses: Staff Member

1260 **Credential Assessment Content**--An indication of the specific content (i.e., subject matter) on which an individual is evaluated through an assessment.

01 Mathematics
02 Reading
03 Spelling
04 Writing
05 Credential subject matter
06 General knowledge
07 Knowledge of teaching/pedagogy
99 Other

Entity Uses: Staff Member

1270 **Credential Assessment Content Level**--An indication of the level (i.e., basic or advanced) of the content on which an individual is evaluated through an assessment.

Entity Uses: Staff Member

1280 **Credential Assessment Date**--The month, day, and year on which a credential assessment is administered.

Entity Uses: Staff Member

1290 **Credential Assessment Score/Results**--An indication of the evaluated performance of an individual on a credential assessment.

Entity Uses: Staff Member

Credentialing Requirements--Information about predetermined, standard requirements necessary for an individual to receive a credential.

1300 **Oath of Allegiance Date**--The month, day, and year on which an individual pledges an oath of allegiance as required to receive a credential.

Entity Uses: Staff Member

1310 **Security Verification**--An indication of an area in which an individual is investigated to determine if he or she has a criminal record.

01 Child abuse
02 Child support avoidance
03 Illegal substance violation
04 Other felony
05 Other misdemeanor
99 Other criminal prosecution

Entity Uses: Staff Member

1320 **Security Verification Means**--The method used to verify an individual's security risk.

01 Department of Public Safety
02 Federal Bureau of Investigation (FBI)
03 References
99 Other

Entity Uses: Staff Member

1330 **Security Verification Date**--The month, day, and year on which an individual's security verification is completed.

Entity Uses: Staff Member

1340 **Credential Fee Amount**--The amount of money required from an individual as a fee for receiving a credential.

Entity Uses: Staff Member

1350 **Credential Fee Payment Status**--An indication of the amount of money received from an individual as payment toward fees required for receipt of a credential.

Entity Uses: Staff Member

1360 **Credential Fee Payment Date**--The month, day, and year on which fee payment was made by an individual for receipt of a credential.

Entity Uses: Staff Member

Publications--Information about an individual's professional public communication and/or performance.

1370 **Publication Type**--An indication of the nature of an individual's professional public communication and/or performance.

01 Book
02 Peer journal article
03 Non-peer journal article
04 Art show
05 Musical performance
99 Other

Entity Uses: Staff Member

1380 **Publication Description**--A description of the title, location/appearance, date, and/or other information related to an individual's publication.

Entity Uses: Staff Member

Prior Experience--Information about an individual's employment prior to current employment.

0430 **State**--See Section A.

Entity Uses: Employer

1390 **Business Type**--An indication of the general nature of an organization or institution.

01 Public school
02 Private school
03 Federal education agency
04 State education agency
05 Local education agency
06 Other government (institutions outside the field of education)
07 Private education organization
08 Other private (organizations outside the field of education)
09 Military
10 Self-employed
99 Other

Entity Uses: Employer

1400 **Employment Status**--The conditions under which an individual agrees to serve an employer.

01 Probationary--An individual who does not meet all of the prerequisites for status as a permanent employee.

02 Contractual--An individual who has an employment agreement that specifies the length and type of service.

03 Substitute/temporary--An individual who is employed on a per diem basis (e.g. year-to-year, term-to-term, or day-to-day).

04 Tenured or permanent--An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

05 Volunteer/no contract--An individual who provides services but does not receive remuneration.

06 Employed or affiliated with outside organization--An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

99 Other employment status--An individual who is not on probationary, regular, substitute/temporary, tenured or permanent, or volunteer contract status. Examples of individuals having this status are individuals who have been suspended.

Entity Uses: Employer

1410 **Employment Beginning Date**--The month, day, and year on which an individual began self-employment or employment with an organization or institution.

Entity Uses: Employer

1420 **Employment Separation Date**--The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Employer

1430 **Employment Separation Reason**--The primary reason for the termination of the employment relationship.

01 Other employment in education--Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

02 Other employment outside of education--Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

03 Retirement--Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

04 Family/personal relocation--Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

05 Change of assignment--Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

06 Formal study or research--Separation resulting from an individual leaving an employer to study or undertake research activities.

07 Illness/disability--Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

08 Marriage or full-time homemaking--Separation resulting from an individual's marriage or decision to become a homemaker.

09 Maternity/paternity or childrearing--Separation resulting from an individual becoming a parent or deciding to spend time rearing his or her children.

10 Parental care--Separation resulting from an individual's decision to care for his or her parent/guardian.

11 Layoff due to budgetary reduction--Separation resulting from a decrease in the monies available to an organization for staffing.

12 Layoff due to organizational restructuring--Separation resulting from changes in the administrative, personnel or executive structure of an organization.

13 Layoff due to decreased workload--Separation resulting from a reduction in the amount of work to be done.

14 Discharge due to unsuitability--Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

15 Discharge due to continued misconduct--Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

16 Discharge due to continued absence or tardiness--Separation resulting from not being present or late for work on a frequent basis.

17 Discharge due to a falsified application form--Separation resulting from untrue or misleading information provided on the employment application.

18 Discharge due to credential revoked or suspended--Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

19 Discharge due to unsatisfactory work performance--Separation resulting from job activities carried out below a standard of quality.

20 Death--Separation resulting from the death of an individual.

98 Reason unknown--Separation resulting from an individual leaving an agency or system for an unknown reason.

99 Other

Entity Uses: Staff Member

1440 **Nature of Prior Employment**--The descriptive name (e.g., teaching, office/clerical, custodial) of the occupation or job duties performed by an individual.

Entity Uses: Staff Member

1450 **Teaching Assignment**--A teaching assignment performed by an individual.

01 Prekindergarten
02 Kindergarten
03 General elementary
04 General secondary
05 American Indian/Native American Studies
06 Art
07 Basic skills and remedial education
08 Bilingual education
09 Computer science
10 English/language arts
11 English as a second language
12 Foreign language
13 Gifted
14 Health, physical education
15 Home economics (nonvocational)
16 Mathematics
17 Music
18 Reading

19 Religion/philosophy
20 Social studies/social science
21 Biology
22 Chemistry
23 Geology/earth science
24 Physics
25 General and all other science
26 Library/media specialist
27 Vocational education, agriculture
28 Vocational education, business
29 Vocational education, marketing
30 Vocational education, health occupations
31 Vocational home economics
32 Vocational education, trade and industry
33 Vocational education, technical
34 Other vocational education
35 Special education
99 Other

Entity Uses: Staff Member

1460 **Instructional Level**--The grade or range of grade levels to which an individual is assigned (e.g., a "teacher" is assigned to a class of first-graders or a "counselor" assigned to school counseling for students at the high-school level.)

Entity Uses: Staff Member

Years of Employment Experience--Information about the total number of years an individual has been employed, including the number of years of education-related experience.

1470 **Years of Prior Teaching Experience**--The total number of years that an individual has previously held a teaching position in one or more education institutions.

Entity Uses: Staff Member

1480 **Years of Prior Education Experience**--The total number of years that an individual has previously held an education position (including positions as a teacher and administrator).

Entity Uses: Staff Member

1490 **Years of Prior Related Experience**--The total number of years of employment in an area related to the field in which an individual is currently employed (e.g., ten years of employment as an automotive mechanic for an individual teaching automotive in a vocational education program)

Entity Uses: Staff Member

1500 **Total Number of Years of Prior Experience**--The cumulative total number of years (e.g., 3 years, 2.5 years) an individual has previously held employment.

Entity Uses: Staff Member

Internship/Apprenticeship--Information about any period during which an individual formally served as an intern or an apprentice prior to or during current employment.

1510 **Internship/Apprenticeship Description**--A description of the type of internship or apprenticeship (including student or practice teaching) formally served by an individual.

Entity Uses: Staff Member

1520 **Internship/Apprenticeship Beginning Date**--The month, day, and year on which an individual began an experience as an intern or apprentice.

Entity Uses: Staff Member

1530 **Internship/Apprenticeship Ending Date**--The month, day, and year on which an individual finished an experience as an intern or apprentice.

Entity Uses: Staff Member

Related Travel Activities--Information on an individual's travel activities prior to or during current employment which is significant to his or her job requirements or qualifications.

1540 **Travel Location**--The city, state and country of the destination of a trip taken by an individual.

Entity Uses: Staff Member

1550 **Travel Purpose**--The purpose of a trip taken by an individual.

Entity Uses: Staff Member

1560 **Travel Beginning Date**--The month, day, and year on which an individual embarked on a trip.

Entity Uses: Staff Member

1570 **Travel Ending Date**--The month, day, and year on which an individual returned from a trip.

Entity Uses: Staff Member

Other Interests--Information on individual's other interests, including group memberships and participation and offices held in an organization.

1580 **Avocational Interests and Skills**--Description of a hobby or other interest or skill of an individual. These may include singing, art, music, writing, public speaking, and youth work.

Entity Uses: Staff Member

0830 **Honor or Award**--See Section B.

Entity Uses: Staff Member

1590 **Other Areas of Informal Qualification**--Other areas or fields in which an individual has some special informal qualification or occupational training (e.g., as an artist).

Entity Uses: Staff Member

1600 **Special Contact Group Empathies**--Notation of an individual's interest and ability to work with special contact groups, based on factors such as bilingualism, racial or ethnic background, or religion.

Entity Uses: Staff Member

1610 **Years of Participation**--The number of years that an individual belonged to an organization or association.

Entity Uses: Organizational Membership

1620 **Office Held**--The title of a position of trust and leadership held by an individual in an organization or association.

Entity Uses: Organizational Membership

1630 **Office Term Beginning Date**--The month, day, and year on which an individual's term of office (for a leadership position) in an organization or association began.

Entity Uses: Organizational Membership

1640 **Office Term Ending Date**--The month, day, and year on which an individual's term of office (for a leadership position) in an organization or association ended.

Entity Uses: Organizational Membership

E. CURRENT EMPLOYMENT

This section includes information about an individual's current employment in an organization. Information is contained in this section on the staff member's entry, conditions of employment, compensation, benefits, attendance, and formal grievances.

Entity Uses:	Staff Member Employee Benefit Recruiter Employee Benefit Carrier Employee Benefit Contributor Beneficiary

Entry into Employment--Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

1650 **Means of Introduction for Employment**--The manner in which an individual was initially introduced to an employer or the way in which an employer became aware of an individual's availability for employment.

01 Advertisement--The individual responded to an employer's advertisement in, for example, a newspaper, radio, or professional journal.

02 Assignment/appointment--The individual was selected or designated by an employer to fill a position (e.g., a political appointment).

03 Employee-initiated effort--The individual, through his or her own efforts, initiated contact with an employer.

04 Employment agency--The individual was introduced to an employer through an intermediate placement agency or union.

05 Peace Corps/Overseas Military--The individual was introduced to an employer through an arrangement made by the Peace Corps or Overseas Military.

06 Recruitment effort--The individual was introduced to an employer through a formal (e.g., placement office) or informal effort on the part of the organization to recruit individuals through colleges, universities, vocational institutes, schools, or other institutions.

07 Staff recommendation--The individual was introduced to an employer by a current employee.

08 Student teaching or internship--The individual was introduced to an employer during the period of student teaching or internship and was subsequently hired.

09 Teacher database service/network--The individual was introduced to an employer by an organization or system that serves as a source of information about individuals in search of teaching positions.

10 Work-related organization recommendation--The individual was introduced to an employer and recommended for employment by a work-related organization (e.g., a member of a religious order assigned to one of the order's schools).

99 Other

Entity Uses:	Staff Member

0110 **Name of Individual**--See Section A.

Entity Uses:	Recruiter Employee Benefit Contributor Beneficiary

0120 **Name of Institution**--See Section A.

Entity Uses:	Recruiter Employee Benefit Carrier Employee Benefit Contributor Beneficiary

0460 **Complete Address**--See Section A.

Entity Uses:	Recruiter Employee Benefit Carrier Employee Benefit Contributor Beneficiary

0470 **Telephone Status**--See Section A.

Entity Uses:	Recruiter Employee Benefit Carrier Employee Benefit Contributor Beneficiary

0480 **Telephone Number**--See Section A.

Entity Uses:	Recruiter Employee Benefit Carrier Employee Benefit Contributor Beneficiary

1410 **Employment Beginning Date**--See Section D.

Entity Uses:	Staff Member

Employment Conditions--Information concerning the employment contract between an individual and an organization.

1400 **Employment Status**--See Section D.

Entity Uses:	Staff Member

1660 **Contractual Term**--The length of the contract under which an individual is employed by an employer.

01 Short-term--A contract covering a period of less than one school or calendar year.

02 Annual--A contract covering a period of one school or calendar year.

03 Continuing--A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action by the parties involved.

04 Renewable--A contract which can continues into another contractual period through appropriate action with the parties involved.

05 Multiyear--A contract covering a period of more than one school or calendar year.

99 Other--A contract or agreement other than those described above such as a letter of intent or an unwritten agreement.

Entity Uses: Staff Member

1670 **Contract Beginning Date**--The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to begin (or the date on which the agreement is made valid).

Entity Uses: Staff Member

1680 **Contract Ending Date**--The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to end (or the date on which the agreement is no longer valid).

Entity Uses: Staff Member

1690 **Employment Time Annually**--The annual amount/unit of time an individual is employed to perform an assignment for an employer (e.g., nine month, ten month, full year).

Entity Uses: Staff Member

1700 ***Full-time Equivalency (FTE)**--The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Staff Member

*Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in Chapter 5.

1710 **Full-time Status**--An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

01 Full-time
02 Part-time

Entity Uses: Staff Member

1720 **Hours of Service per Day**--The average number of hours per work day that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

1730 **Days of Service per Week**--The average number of days per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

1740 **Hours of Service per Week**--The average number of hours per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

1750 **Scheduled Work Time Daily**--The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Staff Member

1760 **Scheduled Work Days Weekly**--The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Staff Member

1770 **Scheduled Work Months Annually**--The specific month(s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Staff Member

1780 **Job Title**--The descriptive name of an individual's position.

Entity Uses: Staff Member

1790 **Position Number**--An identification of the level or category of an individual's position as assigned by the employer.

Entity Uses: Staff Member

1800 **Fair Labor Standards Act Coverage**--Identification of the status of an individual's assignment, as governed by the provisions of the Fair Labor Standards Act, which establishes a federal minimum wage and eligibility for receiving overtime pay. Coverage depends upon the extent of managerial responsibility, use of independent discretion, position qualifications, and pay level of the assignment.

01 Nonexempt--An individual's assignment is covered by the federal minimum wage provisions with eligibility for overtime pay.

02 Exempt--An individual's assignment is not covered by the Fair Labor Standards Act to be eligible for overtime pay.

Entity Uses: Staff Member

1810 **Substitute Status**--An indication of an individual's willingness to perform services for an employer on an as-needed basis.

01 Willing--The individual agrees to work on a substitute basis, however, he or she is not currently doing so.

02 Not willing--The individual does not agree to work on a substitute basis.

03 Currently substituting--The individual is currently working on a substitute basis.

Entity Uses: Staff Member

Compensation--Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

1820 **Pay Grade**--Identification of the class of an individual's positions grouped by salary range.

Entity Uses: Staff Member

1830 **Pay Range**--The pay rates assigned to a class or group of positions which define the appropriate compensation options.

Entity Uses: Staff Member

1840 **Base Salary or Wage**--The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

Entity Uses: Staff Member

1850 **Pay Rate Basis**--An indication as to the base amount of time by which an individual's pay rate is calculated (e.g., hourly, daily, weekly, annually, per case or performance).

Entity Uses: Staff Member

1860 **Supplement for Cocurricular Activities**--The amount paid to an individual in either a temporary or permanent position for work-related to activities of a cocurricular nature.

Entity Uses: Staff Member

1870 **Supplement for Extracurricular Activities**--The amount paid to an individual in either a temporary or permanent position for work-related to activities of an extracurricular nature.

Entity Uses: Staff Member

1880 **Supplement for Other Activities**--The amount paid to an individual in either a temporary or permanent position for work-related to activities other than those of a cocurricular and extracurricular nature.

Entity Uses: Staff Member

1890 **Salary for Overtime**--The amount paid to an individual in either a temporary or permanent position for services rendered that are additional to those performed in the normal work period for which he or she is compensated under regular or temporary salary or wage rate.

Entity Uses: Staff Member

1900 **Overtime Identifier**--The amount of time at which an individual begins to earn overtime pay rather than base pay.

Entity Uses: Staff Member

1910 **Salary for Sabbatical Leave**--The amount paid to an individual on sabbatical leave.

Entity Uses: Staff Member

1920 **Other Salary or Wage Rate**--The amount paid to an individual for service not described elsewhere.

Entity Uses: Staff Member

1930 ***Actual Total Salary Paid**--The total amount paid to an individual for services rendered (of any nature) during the reporting fiscal year.

Entity Uses: Staff Member

*Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in Chapter 5.

1940 **Pay Period Length**--The amount of time between payments to an individual for services rendered (e.g., every two weeks, once per month).

Entity Uses: Staff Member

1950 **Payment Duration**--The length of time annually during which an individual receives payment (e.g., nine months, ten months, twelve months).

Entity Uses: Staff Member

1960 **Additional Compensation**--The amount paid to an individual in the form of cash bonuses and/or pay incentives.

Entity Uses: Staff Member

1970 **In-Kind Compensation Type**--A description of non-monetary compensation (e.g., transportation provisions, use of rent-free housing, free meals while at work, free tuition for individual's child) that an individual receives as part of a total compensation package.

Entity Uses: Staff Member

1980 **In-Kind Compensation Dollar Amount**--An indication of the monetary value of any in-kind compensation.

Entity Uses:	Staff Member

1990 **Payroll Special Arrangement**--A description of any type of special payroll deduction or paycheck arrangements which an individual has specifically requested and for which the employer has accounting responsibilities. This includes arrangements for direct deposit of paychecks to an individual's bank and special continuing deductions such as those for savings bonds, union dues, and charitable contributions (e.g., a contribution to a charity organization deducted each pay period).

Entity Uses:	Staff Member

2000 **Payroll Deduction Amount**--The total amount of money to be withheld or deducted from the employee's paycheck, in accordance with terms specified under "Special Payroll Arrangements."

Entity Uses:	Staff Member

Employee Benefits--Information about the nature of employee benefits, as well as specific enrollment, eligibility, and carrier and contributor identification.

2010 **Employee Benefit Type**--An indication of the category of benefit a staff member receives as compensation for service in compliance with the employment agreement.

01 Child care assistance--A benefit plan which provides assistance to employees with regard to child care arrangements in forms ranging from operation of a day care center to rendering indirect services, such as information and referral services, financial assistance programs, and contributions to local community child care programs.

02 COBRA--A benefit plan which provides continued access to group health insurance to former employees and their dependents for a specific period of time, as mandated by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

03 Dental care--A benefit plan which provides dental examinations and treatments.

04 Educational assistance--A benefit which provides, in whole or in part, employees with tuition, fees, books, supplies, and equipment and/or release time to take a job-related course, a course relating to future jobs within the company, a degree-related course, and/or a non job-related course.

05 Employee assistance program--A benefit plan which provides counseling or other assistance services directed at individual's with acute problems that affect job performance (e.g., substance abuse and emotional problems).

06 Health insurance--A benefit plan which provides medical services such as preventative health care, diagnosis of medical conditions, surgery, and treatment of illness by qualified medical professionals.

07 Health promotion program--A benefit which provides assistance such as counseling and education to prevent physical and emotional illness through healthier lifestyles.

08 Investment program--A benefit plan which provides financial investment services for employees (e.g., annuities).

09 Legal services--A benefit plan which provides affordable legal representation and consultation for employees.

10 Life insurance--A benefit plan which provides immediate income for surviving beneficiaries when a working spouse or pensioner dies.

11 Long-term disability insurance--A benefit plan which helps protect employees against income loss in the situation of long-term disability, when an employee is unable to perform any occupation that he or she is reasonably suited to do by training, education, and experience.

12 Prescription plan--A benefit plan which provides coverage for out-of-hospital prescription drugs that, under federal law, can not be dispensed without a prescription.

13 Retirement income--A benefit which helps protect employees against income loss at retirement.

14 Short-term disability insurance--A benefit plan which helps protect employees against income loss in the situation of short-term disability, when an employee is unable to perform his or her normal occupational duties. The duration of benefits ranges from 13 weeks to 52 weeks.

15 Social security--A benefit which replaces a portion of covered earnings that are lost as a result of an individual's old age, disability, or death, and pays a portion of the medical expenses of aged and disabled persons.

16 Vision care--A benefit plan which provides services such as eye examinations, lenses, frames, and the fitting of eyeglasses.

17 Unemployment insurance--A benefit plan which is usually administered by states or jurisdictions to protect an employee against income loss due to losing his or her job.

18 Worker's compensation--A public program that pays wage loss benefits and medical benefits required by law for workers who are unable to work due to a work-related injury or illness.

99 Other

Entity Uses: Employee Benefit

2020 **Eligibility Status**--An appraisal as to whether an individual is or is not eligible for a given benefit plan.

01 Eligible--An individual meets all criteria necessary to participate in a plan.

02 Eligible, but coverage declined--An individual meets all criteria necessary to participate in a plan, but has refused coverage.

03 Not eligible--An individual does not meet all criteria necessary to participate in a plan.

Entity Uses: Employee Benefit

2030 **Ineligibility Reason**--A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

Entity Uses: Employee Benefit

2040 **Coverage Description**--A description or title of the actual plan, program, or policy by which an individual is provided coverage.

Entity Uses: Employee Benefit

2050 **Coverage Type**--The specific type of plan (e.g., family coverage, high option, low option, term, whole life) by which an individual is covered.

Entity Uses: Employee Benefit

2060 **Coverage Identifier**--Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

Entity Uses: Employee Benefit

2070 **Coverage Amount**--The total amount or degree to which an individual is entitled benefits.

Entity Uses: Employee Benefit

2080 **Special Terms**--A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

Entity Uses: Employee Benefit

2090 **Coverage Beginning Date**--The month, day, and year on which an individual's benefit plan becomes effective.

Entity Uses: Employee Benefit

2100 **Coverage Ending Date**--The month, day, and year on which an individual's benefit plan ends.

Entity Uses: Employee Benefit

2110 **Vesting Percentage**--The current percentage of a benefit plan to which a plan participant has earned a vested interest.

Entity Uses: Employee Benefit

2120 **Anticipated Use Date**--The earliest possible month, day, and year when an individual will be eligible for a benefit.

Entity Uses: Employee Benefit

2130 **Actual Use Date**--The month, day, and year on which an individual begins to actually receive a benefit program.

Entity Uses: Employee Benefit

Employee Benefit Contributions--Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

2140 **Benefit Contributor Type**--An indication of the category of an individual or institution that donates to an employee's benefit plan.

01 Employer
02 State education agency/state government
03 Local education agency
04 Regional education service center
05 Community organization, business, or group
06 Other organization, business, or group
07 Individual employee
08 Individual other than employee
99 Other

Entity Uses: Employee Benefit Contributor

2150 **Benefit Contribution Type**--An indication of the form of donation an individual or an institution gives to employee's benefit plan.

01 Monetary
02 In-kind
99 Other

Entity Uses: Employee Benefit Contributor

2160 **Benefit Contribution**--The monetary amount or description of the contribution given to employee's benefit plan.

Entity Uses: Employee Benefit Contributor

2170 **Payment Required per Pay Period**--The monetary amount that must be paid each pay period in order for a staff member to be covered by or participate in an employee benefit program.

Entity Uses: Employee Benefit Contributor

Beneficiary--Information about the individual(s) and/ or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

2180 **Relationship to Staff Member**--An indication of an employee's relationship with an individual or organization (e.g., a charity to which benefits are designated).

Entity Uses: Beneficiary

Attendance Status--Information about any legitimate absence from duty assignments by an individual.

2190 **Leave Type**--An indication of the class or kind of leave for which an employee is eligible to take with approval.

01 Administrative--Leave granted an individual for special situations necessitating leave not authorized elsewhere.

02 Annual--Leave granted an individual for use at his or her discretion (upon preapproval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

03 Bereavement--Leave granted an individual to be taken upon the death of an immediate family member. With approval of an employer, bereavement period can last for an extended period of time.

04 Family--Leave granted an individual for the following reasons: 1) childbirth and care for the child; 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

05 Government-requested--Leave granted an individual for government-requested reasons such as jury duty.

06 Maternity--Leave, in addition to any other leave, granted an individual before and after the birth or adoption of a child.

07 Military--Leave granted an individual because of requirements for service in the armed forces.

08 Personal--Leave granted an individual for personal reasons, including emergency circumstances.

09 Release time--Leave granted an individual for participating in professional development activities.

10 Sabbatical--Leave, sometimes referred to as leave of absence, granted an individual following a designated number of consecutive years of service, to provide members of the instructional staff with an opportunity for self-improvement through activities such as graduate study, occupational experience or training, travel, writing, or recuperation.

11 Sick/medical--Leave granted an individual who is ill and/or receiving medical treatment or examination.

12 Suspension--Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.

99 Other

Entity Uses: Staff Member

2200 **Leave Substitution Status**--An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

01 No substitution
02 Substitution by an individual without proof of required credentials
03 Substitution by an individual with proof of required credentials

Entity Uses: Staff Member

2210 **Leave Payment Status**--An indication as to whether an individual receives compensation from the employer during a period of leave.

01 With pay
02 Without pay

Entity Uses: Staff Member

2220 **Maximum Leave Allowed**--The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

Entity Uses: Staff Member

2230 **Leave Accrued**--The actual number of hours of leave earned but not yet taken by an individual.

Entity Uses: Staff Member

2240 **Hours of Leave Used**--The number of hours of leave an individual has taken.

Entity Uses: Staff Member

2250 **Leave Taken Date**--The month, day, and year on which an employee uses a day of leave.

Entity Uses: Staff Member

2260 ***Leave Balance**--The current number of hours of leave available for use by an individual.

Entity Uses: Staff Member

*Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in Chapter 5.

Grievances--Information relating to any official grievances filed by, or on behalf of, the employee regarding his or her employment.

2270 **Grievance Description**--Any statement or official expression submitted by an employee as a grievance about his or her employment.

Entity Uses: Staff Member

2280 **Grievance Date**--The month, day, and year on which a grievance is filed by an employee.

Entity Uses: Staff Member

2290 **Grievance Action**--Any action taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

F. ASSIGNMENTS

This section includes information about an individual's assignment, operational unit, schedule, workload, program area and function.

Entity Uses:	Assignment Immediate Supervisor

Assignment Information--Information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

2300 **Job Classification**--A description of the specific group of duties and responsibilities of a position.[9]

(Note: This data element has two or more levels of options that are coded with four-digit numbers in order to better clarify the logical hierarchy of the option list.)

0100 Official-administrative--Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

0101 Administrative/supervisory/ancillary services officer--Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development.

0102 Board of education/school board/board of trustees member--Performs activities as a member of a legally constituted body which has been created and vested with responsibilities for education policy and decision making as specified in education codes and regulations in a given geographical area.

0103 Commandant of cadets--Performs executive management functions of the cadet corps, and is responsible for cadet promotions, leadership training, and the system utilized by the institution to maintain and administer disciplinary measures to promote order and decorum.

0104 Dean/dean of instructions/dean of students/dean of boys/dean of girls/dean of student activities--Oversees either academic/curriculum activities, or, student body activities and behaviors such as student government, school club, rally and assembly.

0105 Deputy/associate/vice-/assistant principal--Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; 5) providing leadership in the instructional program; and 6) coordinating and/or arranging class schedule.

---

[9] This list of job classifications appears in alphabetical order in the index under the heading "Job Classification."

0106 Deputy/associate/assistant superintendent/commissioner--Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

0107 Executive assistant--Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.

0108 Instructional program director/coordinator/consultant--Coordinates, manages (including supervising other certified individuals), or directs activities and/or services (e.g., vocational education and special education) within an instructional program or area of instruction.

0109 Manager--Directs individuals and manages functional supporting services (e.g., financial aid) under the direction of a senior staff member. This includes directors/managers of purchasing agents, physical plant maintenance, management information and technology services, business managers, budget managers, and psychological services.

0110 Non-instructional program director/coordinator/consultant--Coordinates, manages (including supervising other certified individuals), or directs activities and/or services within a non-instructional program.

0111 Ombudsperson--Receives and investigates complaints made by individuals against alleged abuses resulting from capricious acts by administrative officials. The ombudsman usually works for the board of education in a quasi-official status.

0112 Principal/headmaster/headmistress/head of school--Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.

0113 School president--Implements short and long-range plans; performs recruitment, community relations, fund-raising, and other external functions; in some cases, supervises principal and establishes institutional operation philosophy to follow Board policy.

0114 School site council member--Performs activities as a member of an advisory body which has been created by state legislation to provide for an individual school advice/support on various school activities such as fund spending on a particular program.

0115 Superintendent/commissioner--Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities which impact on those programs.

0200 Professional-education--Performs duties requiring a high degree of knowledge and skills generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field.

0201 Athletic coach--Instructs individuals in the fundamentals of a competitive sport and direct team or individual strategy.

0202 Behavioral management specialist--Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress overtime.

0203 Counselor--Guides individuals, families, groups, and communities by assisting them in problem solving, decision making, discovering meaning, and articulating goals related to personal, educational, and career development.

0204 Curriculum specialist--Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.

0205 Education diagnostician--Diagnoses students who might need special education services and/or other educational interventions.

0206 Librarian/media consultant--Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, services, multi-media, and information sources.

0207 Remedial specialist--Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

0208 Student activity advisor/non-athletic coach--Instructs individuals in the fundamentals of a non-athletic activity and develops training and competition schedules.

0209 Student teacher--Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.

0210 Teacher--Provides instruction, learning experiences and care to students during a particular time period or in a given discipline.

0211 Teacher trainer--Provides instruction, learning experiences and/or professional development activities to teachers during a particular time period or in a given discipline.

0212 Teaching intern--Provides instruction, learning experiences and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.

0300 Professional-other--Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education.

0301 Accountant--Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies such records; and/or controls and certifies expenditures and receipts.

0302 Accreditation officer--Reviews and evaluates an organizational unit to certify the observation of legal requirements or prescribed standards for the operation of such units.

0303 Administrative intern--Performs administrative activities as part of a formal training program requiring supervision and periodic evaluation.

0304 Admissions officer--Examines academic records of students to determine eligibility for graduation or for entrance to school.

0305 Analyst--Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.

0306 Architect--Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, modification of site, and overseeing the construction to ensure compliance with plans and specifications.

0307 Athletic trainer--Coordinates and implements training activities for athletes to improve their athletic performance.

0308 Attendance officer--Monitors compulsory attendance laws.

0309 Audiologist--Provides services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

0310 Auditor--Performs activities concerned with examining, verifying, and reporting on accounting records.

0311 Benefits specialist--Organizes and provides information to employees about organizational fringe benefits.

0312 Campus minister/chaplain (clergy or layperson)--Performs religious functions in a school.

0313 Caseworker--Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.

0314 Computer programmer--Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.

0315 Computer systems analyst--Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.

0316 Curator and archivist--Collects, classifies, preserves, and exhibits objects of interest in such fields as science, literature, history and art.

0317 Dental hygienist--Performs dental prophylactic treatments and instructs patients in the care of the teeth and mouth.

0318 Dentist--Diagnoses and treats diseases, injuries, and malformations of the teeth and gums.

0319 Dietitian/nutritionist--Plans and directs food service menu preparation including determining the nutritional value of food for meals.

0320 Engineer--Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.

0321 Evaluator--Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g. personnel evaluator).

0322 Family/community support coordinator--Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed.

0323 Financial aid officer--Reviews and assesses student applications for financial aid programs such as loans, grants-in-aid, or scholarships, in order to make determinations concerning assistance.

0324 Functional application support specialist--Assists individual computer users in a mini- or micro-computer [e.g., personal computer (PC)] environment to resolve hardware and software issues.

0325 Grant developer--Expands opportunities to obtain funds from outside parties in exchange for completion of a task.

0326 Historian--Prepares a chronological account or record of past or current events dealing with some phase of human activity, either in terms of individuals, social, ethnic, political, or geographic groupings.

0327 Internal auditor--Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

0328 Interpreter--Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).

0329 Lawyer--Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

0330 Legislative liaison--Coordinates with the legislature in the preparation of legislation, provides information to legislative committees and members, and testifies before such bodies.

0331 Negotiator--Performs such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This includes representatives of either management or labor (e.g., shop stewards).

0332 Network administrator--Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks (LAN) and wide area networks (WAN)).

0333 Nurse Practitioner--Performs the functions of a registered nurse either independently, or dependently with a written agreement of a medical doctor.

0334 Occupational therapist--Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills; and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.

0335 Ophthalmologist--Provides specialized services in the care of the eye and its related structures.

0336 Optometrist--Treats optical and muscle defects of the eye without the use of drugs or surgery.

0337 Personnel officer/specialist--Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

0338 Physical therapist--Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance, particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include screening, assessment, planning, goal development, and appropriate intervention services.

0339 Physician--Diagnoses and treats diseases and disorders of the human body.

0340 Physician assistant--Provides health care services to patients under the direction and responsibility of a physician.

0341 Planning specialist--Performs activities concerned with selecting or identifying the goals, priorities, objectives, and projected trends of an organization and formulating the courses of action necessary to fulfill these objectives.

0342 Psychiatrist--Diagnoses and treats diseases and disorders of the mind.

0343 Psychologist--Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

0344 Public relations/informational services officer--Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.

0345 Recreational therapist--Plans, organizes, and directs medically-approved recreation programs for patients. Activities include sports, trips, dramatics, social activities, and arts and crafts.

0346 Recreation worker--Conducts group recreation activities; organizes and promotes activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

0347 Registered nurse--Conducts a health service program at a school or system for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and local policies and procedures.

0348 Registrar--Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.

0349 Rehabilitation counselor--Provides a combination of treatment and education services designed to restore maximum functionality, a sense of well-being, and a personally satisfying level of independence in individuals who have temporary or permanent disabilities.

0350 Research and development specialist--Performs activities concerned with systematic study and investigation using the products of research and judgement to improve programs.

0351 Respiratory therapist--Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, under the direction and responsibility of a physician.

0352 Social worker--Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social polities.

0353 Speech pathologist/therapist--Diagnoses communicative disorders; to plan, direct and participate in individual or group therapy sessions which focus on the remediation of specific articulation problems including: 1) speech sounds that are omitted, replaced by substitute sounds, or distorted; 2) voice problems in which pitch, loudness, or quality of voice are affected; or 3) stuttering.

0354 Staff developer teacher trainer--Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them.

0355 Statistician--Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.

0356 Student personnel officer--Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.
0357 Tax assessor collector--Provides services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the school or system.

0358 Transition coordinator--Provides services that: 1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

0359 Translator--Expresses in another language systematically to retain the original sense, primarily of written works.

0360 Volunteer coordinator--Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.

0361 Work study coordinator--Plans and conducts a work study program for students through establishing contacts with employers and employment agencies.

0362 Writer editor--Writes original prose materials and reviews manuscripts for distribution and/or publication.

0400 Paraprofessionals--Works alongside and assists professional individuals.

0401 Assistant counselor--Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

0402 Bilingual aide--Assists in the instruction of students using more than one language for teaching content.

0403 Bilingual special education aide--Assists in the instruction of students in a special education program using more than one language for teaching content

0404 Career aide--Assists students in the process of choosing a profession or occupation.

0405 Child care giver--Assists in organizing and leading prekindergarten children in activities such as reading, drawing, and games.

0406 Computer aide--Assists and provides direction to computer users.

0407 Extra-curricular activity aide--Supervises school-sponsored activities that are not related to curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment.

0408 Financial aid specialist--Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.

0409 Monitor prefect--Monitors the conduct of students in classrooms, detention halls, lunch rooms, playground, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).

0410 Library aide--Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.

0411 Media center aide--Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material and services.

0412 Psychologist assistant--Assists a psychologist with routine activities associated with providing psychological services.

0413 Teaching/classroom aide--Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

0414 Teaching assistant--Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.

0415 Tutor--Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.

0500 Technical--Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes, or through equivalent special study and/or on-the-job training.

0501 Audiometrist--Administers audiometric (hearing acuity) screening tests while under the direction and responsibility of an audiologist or physician.

0502 Computer technician--Installs and maintains computer hard- and software equipment.

0503 Drafter--Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.

0504 Engineering aide--Assists in planning and directing operations in a technical field.

0505 Graphic artist--Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

0506 Inspector--Examines the condition of equipment and buildings as they relate to safety and health the condition of new construction as it relates to specifications and codes.

0507 Licensed practical nurse--Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.

0508 Media technologist--Maintains and programs audio, video, and other media equipment.

0509 Photographer--Uses cameras and flashbulb equipment to photograph individuals and may take exposed film to a darkroom for processing and developing.

0510 Psychometrist--Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.

0511 Purchasing agent--Buys supplies, equipment, and materials used in the operation of an organization.

0512 Speech language technician--Assists with the provision of speech and language services in collaboration with a speech pathologist.

0513 Supervisor--Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). Frequently called a foreman or crew leader.

0600 Office/clerical/administrative support--Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

0601 Bookkeeping/accounting/auditing clerk--Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.

0602 Cashier--Collects and records payments received for items purchased.

0603 Computer operator--Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.

0604 Data entry clerk--Enters information into a data processing format using data processing equipment.

0605 Dispatcher--Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

0606 Duplicating/photocopying assistant--Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.

0607 Electrical and electronic repairers--Installs and repairs electric and electronics equipment.

0608 File clerk--Classifies records in alphabetical or numerical order or according to subject matter or other system.

0609 General office clerk--Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and wordprocessing equipment).

0610 Mail clerk--Routes mail, prepares outgoing materials for mailing, and maintains internal written communication systems.

0611 Messenger--Delivers messages, documents, packages, and other items to offices or departments within or outside of an organization.

0612 Office manager--Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

0613 Receptionist--Receives callers or visitors at the establishment, determine the nature of business, and directs callers or visitors to destinations.

0614 Records clerk--Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance) of an organization.

0615 Secretary--Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

0616 Stenographer--Takes dictation of correspondence, reports, and other materials in shorthand and operates a typewriter, wordprocessor, or computer to transcribe the dictated material.

0617 Stores/supplies handler--Receives, stores, and dispenses supplies, materials, and equipment.

0618 Switchboard/PBX operator--Operates a telephone switchboard and relays incoming, outgoing, and interoffice calls.

0619 Typist and wordprocessor--Operates a typewriter, computer or a wordprocessor to compile, type, revise, combine, edit, print, and/or store documents.

0700 Crafts and trades--Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This assignment requires considerable judgement and a thorough and comprehensive knowledge of the processes involved in the work.

0701 Brick mason--Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.

0702 Carpenter--Constructs, erects, installs, and repairs wooden structures and fixtures.

0703 Cement mason--Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.

0704 Electrician--Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

0705 HVAC mechanic--Services heating units, ventilation systems and air conditioners in buildings.

0706 Locksmith--Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.

0707 Maintenance repairers general utility--Repairs and maintains buildings, machinery, electrical and mechanical equipment.

0708 Painter and paperhanger--Paints, varnishes, and stains or wallpaper the interior and/or exterior of buildings and fixtures.

0709 Plasterer--Applies and repairs plaster in the interior and/or exterior of buildings.

0710 Plumber--Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.

0711 Printer--Makes copies by chemical or photographic means.

0712 Vehicle mechanic--Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

0800 Operative--Performs tasks requiring an intermediate level manual skills which can be mastered in a few weeks through limited training to operate machines. This includes bus drivers and vehicle operators.

0801 Bus driver--Drives a bus used in the service of a school or system.

0802 Other vehicle operator--Drives a vehicle such as a truck or automobile used in the service of a school or system.

0900 Laborer--Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

0901 Construction laborer--Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.

0902 Freight, stock, and materials handlers--Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skill to operate (e.g., wheel barrows, conveyor belts, etc).

0903 Garbage collector--Collects refuse in designated areas. May drive a truck and operate hoisting device that raises refuse bin into the opening of the truck body.

0904 Gardener--Works a plot of ground where herbs, fruits, flowers, or vegetables are cultivated.

0905 Groundskeeper--Maintains grounds that are owned, rented, or leased and used by a school or system. This does not include the operation of machinery requiring semi-skilled training or experience.

0906 Garage/parking-lot attendant--Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.

0907 Vehicle washer/equipment cleaner--Washes vehicles and equipment with washing and rinsing solutions to remove debris. May manually dislodge debris from objects being washed and dry objects using a cloth or airhose.

1000 Service work--Performs tasks regardless of level of difficulty which relates to both protective and nonprotective supportive services.

1001 Bus monitor/crossing guard--Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.

1002 Child care worker--Assists in implementing child care activities, including custodial functions.

1003 Cook/food preparer--Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.

1004 Custodian--Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment.

1005 Dietary technician--Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.

1006 Elevator operator--Transports passengers and freight between floors of a building via an elevator.

1007 Facilities maintenance worker--Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.

1008 Food server--Serves sandwiches, salads, beverages, desserts and other kinds of food. May order items to replace stocks and collect money for purchases.

1009 Police officer--Maintains order, enforces the law, prevents and investigates crime in a school building and its surrounding areas.

1010 Resident/dormitory supervisor--Supervises a dormitory or building in which students reside.

1011 Security guard--Maintains safety and security of property, facilities, and personnel.

9900 Other

Entity Uses: Assignment

2310 **Assignment Description**--Further description of a staff assignment that fully defines the activity, as necessary. For example, a "teacher" assignment would be defined in terms of the grade levels taught or the types of duties involved (e.g., lead teacher for a class of third graders).

Entity Uses: Assignment

1450 **Teaching Assignment**--See Section D.

Entity Uses: Assignment

1460 **Instructional Level**--See Section D.

Entity Uses: Assignment

2320 **Scope of Activity**--The range or extent of an individual's current assignment.

01 Statewide--An assignment consisting of activities which extend or apply to an entire state.

02 More-than-agencywide--An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

03 Agencywide--An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

04 Multioperational unit but less-than-agencywide--An assignment consisting of activities which extend or apply to more than a single unit (e.g., a school) but which are not agencywide in their application.

05 Single operational unit--An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

Entity Uses: Assignment

2330 **Essential Personnel Identifier**--An indication as to whether an individual is considered by his or her employer to have job assignments essential during an emergency situation necessitating that his or her attendance at work is required regardless of any liberal leave or emergency administrative leave announcement.

01 Essential
02 Non-essential

Entity Uses: Assignment

2340 **Time Period Classification**--An indication of the manner in which yearly time periods are accounted for.

01 Calendar year--A twelve-month period beginning January 1 and ending December 31.

02 Fiscal year--A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

Entity Uses: Assignment

2350 **Time Period**--A specific fiscal or calendar year.

Entity Uses: Assignment

2360 **Session Type**--A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or other institution administration. A session may be interrupted by one or more vacations.

01 Full year--A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

02 Semester--One of two equal segments into which a school year is divided.

03 Trimester--One of three equal segments into which a school year is divided.

04 Quarter--One of four equal segments into which a school year is divided.

05 Quinmester--One of five equal segments into which a school year is divided.

06 Mini-term--A school term which is shorter than the regular grading period.

07 Summer term--A school term which takes place in the summer between two regular school terms.

08 Intersession--A short grading period which occurs between longer grading periods.

09 Long session--A session that is longer than a semester but shorter than a full year.

10 Twelve month--An educational program that operates throughout the year.

99 Other

Entity Uses: Assignment

2370 **Activity Beginning Date**--The month, day, and year on which an activity began.

Entity Uses: Assignment

2380 **Activity Ending Date**--The month, day, and year on which an activity ends.

Entity Uses: Assignment

Operational Unit to Which Assigned--The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

0120 **Name of Institution**--See Section A.

Entity Uses: Assignment
Immediate Supervisor

0130 **Identification Number**--See Section A.

Entity Uses: Assignment

0140 **Identification System**--See Section A.

Entity Uses: Assignment

0460 **Complete Address**--See Section A.

Entity Uses: Assignment
Immediate Supervisor

0470 **Telephone Status**--See Section A.

Entity Uses: Assignment
Immediate Supervisor

0480 **Telephone Number**--See Section A.

Entity Uses: Assignment
Immediate Supervisor

2390 **Location**--The description of the place where an activity takes place.

Entity Uses: Assignment

2400 **Facility Type**--The functional or organizational classification of a location where an activity takes place.

01 Community facility--A building or site belonging to the community and used by an education institution.

02 Home of student--The residence of a student.

03 Hospital--A building or site belonging to or used by a hospital, sanatorium or convalescent home.

04 Intermediate education unit office--A building or site which houses an administrative unit smaller than the state education agency that exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. This unit may operate schools and contract schools services, but does not exist primarily to render such services.

05 Local administrative unit/local education agency office--A building or site which houses the administrative unit at the local level which exists primarily to operate schools or to contract for educational services. These units may or may not be coextensive with county, city, or town boundaries.

06 Religious school office--A building or site which houses an administrative unit at a religious regional or district level (e.g., Roman Catholic Diocesan district) that exists primarily to operate schools and related educational services.

07 Residential facility--A building or site, belonging to or used by an education institution, at which students are boarded and lodged as well as instructed.

08 School--An institution that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; and has one or more assigned administrators.

09 Shared education facility--A building or site which belongs to either a public or private school or system but which is used by both. This includes private schools which also are used for public school classes or programs.

10 State education agency office--A building or site which houses the organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the State.

11 Support facility--A building or site, not otherwise identified, which is not necessarily used for instructional purposes. This includes administrative offices, carpools, garages, or warehouses.

12 Vocational training center--A building or site which is used to provide vocational education and training.

99 Other--A location other than those listed above including learning centers, correctional institutions, state or local institutions for the disabled, work sites, libraries, and community-based organizations.

Entity Uses: Assignment

0110 **Name of Individual**--See Section A.

Entity Uses: Immediate Supervisor

Schedule for Current Assignment--Information about the specific time schedule for a current assignment of an individual.

1700 **Full-time Equivalency (FTE)**--See Section E.

Entity Uses: Assignment

1710 **Full-time Status**--See Section E.

Entity Uses: Assignment

1750 **Scheduled Work Time Daily**--See Section E.

Entity Uses: Assignment

1760 **Scheduled Work Days Weekly**--See Section E.

Entity Uses: Assignment

1770 **Scheduled Work Months Annually**--See Section E.

Entity Uses: Assignment

Staff Assignment Workload--Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

2410 **Course Assigned**--A description of a course for which an individual has responsibility to teach or assist a teacher.

(Note: Refer to A Pilot Standard National Course Classification System for Secondary Education from the National Center for Education Statistics to develop secondary education course codes.)

01 Agriculture and renewable resources
02 Business
03 Computer and information sciences
04 Construction trades
05 Consumer and homemaker education
06 Cosmetology
07 Drafting
08 Elective activities
09 Energy, power, and transportation technologies
10 English language and literature
11 Fine and performing arts
12 Foreign language and literature
13 Graphic and printing communication
14 Health care sciences
15 Industrial/technology education
16 Life and physical sciences
17 Marketing
18 Mass communication
19 Mathematics

20 Military science
21 Multi/interdisciplinary studies
22 Physical education
23 Precision metalwork
24 Public administration and social services
25 Religious education and theology
26 Social sciences and history
27 Special/exceptional education
28 Vocational home economics
98 Non-departmentalized course
99 Other

Entity Uses: Assignment

2420 **Unit of Work**--The number of objects serviced or recipients served by an individual's efforts. Examples of units of work, which form the basis for establishing the measure of an individual's efforts, include students, groups of students, square feet (for cleaners or painters), drops or outlets (for electricians).

Entity Uses: Assignment

2430 **Time Expended**--The amount of time relevant to measuring the unit of work in which the individual is engaged. Units of work may be measured in hours, days, weeks, months or sessions. A painter employed by the hour might be measured by the number of squares (e.g., 10 feet by 10 feet) painted per hour, while a psychometrist's efforts would be measured by the number of students assessed per week or per session.

Entity Uses: Assignment

2440 ***Percent of Total Time**--A derived number expressing the time spent fulfilling an assignment as a percentage of the total work time possible for an individual.

Entity Uses: Assignment

*Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in Chapter 5.

Program Information--Information about the nature of the program to which an individual is assigned.

2450 **School Grade Level Classification**--An indication of the school level in which an individual serves his or her assignment.

01 Early childhood/prekindergarten--A schooling level that provides care and education for children from birth to kindergarten (usually age five) which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.

02 Kindergarten--A schooling level that provides educational experiences for children in the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school.

03 Elementary school--A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level from after kindergarten to the eighth grade, as defined by applicable state laws and regulations.

04 Middle/Intermediate/Junior high school--A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the elementary and senior high school, as defined by applicable state laws and regulations.

05 High school--A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the middle/intermediate/junior high school and grade 12, as defined by applicable state laws and regulations.

06 Community/junior college--A schooling level that is separately organized to provide up to two years of postsecondary instruction for academically qualified high school students and/or graduates.

07 Adult school--A schooling level that is separately organized to provide instruction for adults and youths beyond the age of compulsory school attendance.

08 Systemwide/agencywide school--A school that is not organized according to typical schooling level but is organized according to individual system/agency (e.g., K-12 school, district level school).

99 Other

Entity Uses: Assignment

2460 **Program Type**--The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

(Note: This data element has two or more levels of options that are coded with four-digit numbers in order to better clarify the logical hierarchy of the option list.)

0100 Regular education--A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students. This contrasts with that designed to improve or overcome physical, mental, social, and/or emotional disabilities.

0200 Special education services--A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

0201 Early identification--A service that develops and implements organized plans for locating and identifying children who have targeted disabling conditions and who qualify for various types of assistance under specific legislation.

0202 Early intervention--A service which provides services that: 1) are designed to meet the developmental needs of each child and family eligible, and are focused on enhancing the child's development; 2) are selected in collaboration with the parent/guardian; 3) are provided under public supervision by qualified personnel, in conformity with an individualized family service plan; 4) are offered at no cost unless subject to federal or state law mandating a system of payments (based on a schedule of sliding fees); and 5) meet the standards of the state. Early intervention services must be provided by qualified personnel.

0203 Service for individuals with autism--A service of instruction or services for students with a developmental disability significantly affecting verbal and non-verbal communication and social interaction, generally evident before age three, which adversely affects educational performance. Characteristics of autism include irregularities and impairments in communication, engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. This does not include services for children with characteristics of the disability "serious emotional disturbance."

0204 Service for individuals with deaf-blindness--A service of instruction or services for students with concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education services solely for deaf or blind individuals.

0205 Service for individuals with mental retardation--A service of instruction or services for students with significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

0206 Service for individuals with hearing impairment--A service of instruction or services for students with either: 1) a hearing impairment which is so severe that an individual is impaired in processing linguistic information through hearing with or without amplification (which would be considered to be a state of deafness), and which adversely affects his or her educational performance; or 2) a hearing impairment whether permanent or fluctuating (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

0207 Service for individuals with visual impairment--A service of instruction or services for students with a visual impairment which, even with correction, adversely affects an individual's educational performance. This includes service for both partially seeing and blind individuals.

0208 Service for individuals with orthopedic impairment--A service of instruction or services for students who have a severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).

0209 Service for individuals with speech or language impairment--A service of instruction or services for those students who have a communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual's educational performance.

0210 Service for individuals with serious emotional disturbance--A service of instruction or services for: 1) those individuals exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual's performance:

a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
c. Inappropriate types of behavior or feelings under normal circumstances;
d. A general pervasive mood of unhappiness or depression; or
e. A tendency to develop physical symptoms or fears associated with personal or work problems.

or 2) schizophrenic individuals. This does not include services for those individuals who are socially maladjusted unless it is determined that they are seriously emotionally disturbed.

0211 Service for individuals with specific learning disabilities--A service of instruction or services for those students who have a disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, read, write, spell, or perform mathematical calculations. This includes services for individuals with such conditions as perceptual impairments, brain injury, minimal brain disfunction, dyslexia, and developmental aphasia; but does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor impairments, mental retardation, emotional disturbance or environmental, cultural, or economic disadvantage.

0212 Service for individuals with multiple disabilities--A service of instruction or services for those students who have concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments) which cause such severe educational problems that an individual with multiple disabilities cannot be accommodated in special education services solely for one of the impairments. This does not include deaf-blindness.

0213 Service for individuals with traumatic brain injury--A service of instruction or services for those individuals with an injury to the brain caused by an external physical force or by an internal occurrence such as stroke or aneurysm that results in total or partial functional disability or psychosocial maladjustment which adversely affects an individual's educational performance. The term includes open or closed head injuries resulting in mild, moderate, or severe impairments in one or more areas including cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing, and speech. The term does not include brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma.

0214 Service for individuals with other health impairment--A service of instruction or services for those students who have a condition that causes limited strength, vitality, or alertness due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, and which adversely affects an individual's educational performance.

0215 Cross categorical--A service of instruction or services that focuses on more than one specific type of disability and in which individuals with different types of disabilities are served.

0299 Other--Other special education service which cannot be classified above.

0300 Vocational education--Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

0301 Agriculture--A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of agriculturally related occupations.

0302 Consumer and homemaking--A vocational program that prepares students with the knowledge, skills, and understanding relevant to personal, home and family life.

0303 Marketing--A vocational program that teaches about the promotion and distribution of goods and services from the producer to the consumer including appropriate utilization.

0304 Health--A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of occupations that support health professionals.

0305 Technology/industrial arts--A vocational program that prepares students with the understanding about all aspects of industry and technology. These activities include experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes which may help individuals make informed and meaningful occupational choices, or may prepare them to enter advanced trade, industrial or technical education programs.

0306 Occupational home economics--A vocational program that prepares students with the knowledge, skills, and understanding relevant to occupational home economics.

0307 Business--A vocational program that prepares, upgrades, or retrains students for selected business occupations.

0308 Technical--A vocational program that prepares students for job opportunities in a specialized field of technology.

0309 Trade and industrial--A vocational program that prepares students for initial employment in a wide range of trade and industrial occupations.

0399 Other vocational education--Other vocational education activities that cannot be classified by the categories above.

0400 Technical preparatory--A program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.

0500 Head Start--A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.

0600 Even Start--A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.

0700 Migrant education--A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.

0800 Indian education--A program of instruction and services for those children who are American Indian or Alaskan natives.

0900 Compensatory services for disadvantaged students--A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.

1000 Bilingual education program--A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.

> *1001 Curriculum content in native language*--A program in which instruction and academic content are delivered in a student's native, non-English language.
>
> *1002 Developmental bilingual education*--A program in which students with the same non-English language background receive language arts and content area instruction in both the students' native language and English.
>
> *1003 Native language support*--A program in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in. This is also known as transitional bilingual education.

1004 Two-way bilingual education--A program in which native English-speaking and non-native-English speaking students are placed together to receive language arts and content area instruction in English and another non-English language.

1100 English as a second language (ESL) program--A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English native language may or may not be used in conjunction with ESL instruction.

1101 Content ESL--A program of language development that goes beyond the teaching of basic vocabulary and grammar skills, and is designed to parallel English language instruction for native speakers in content and approach; English vocabulary and mechanics are often embedded in engaging content and/or literature.

1200 Gifted and talented--Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

1300 Cocurricular programs--A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

1400 Athletics--School-sponsored activities, under the guidance and supervision of school staff, that provide opportunities for students to pursue various aspects of physical education.

1500 Adult/continuing education--A program of instruction provided by an adult/continuing education instructional organization for adults and youth beyond the age of compulsory school attendance.

1501 Adult basic education--A program which provides learning experiences concerned with providing the fundamentals to adults who have never attended school or who have not completed formal schooling. These individuals need knowledge and skills to raise their level of education to increase self confidence and/or self determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

1502 Adult English as a second language--A program which provides learning experiences for adults with a non-English language background to develop the English language skills necessary to successfully participate in an English-speaking environment.

1503 Advanced adult basic education--A program which provides learning experiences designed to develop the knowledge, skills, understanding, attitudes, and behavioral characteristics considered to be needed by adults who may or may not have completed formal schooling. These individuals have accepted adult roles and responsibilities and are preparing for postsecondary careers and/or postsecondary education programs.

1504 Life enrichment--A program which provides learning experiences offering skills, knowledge, and understanding designed primarily for enjoyment without regard to a vocation.

1505 Occupational--A program which provides learning experiences offering the knowledge, skills, and understanding required to prepare learners for immediate employment in an occupation or cluster of occupations.

1506 Retraining for new occupation--A program which provides learning experiences offering skills, knowledge, and understanding required for preparation for employment in a new and different occupation.

1507 Special interest--A program which provides learning experiences offering the skills, knowledge, and understanding required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also are referred to as avocational programs.

1508 Upgrading in current occupation--A program which provides learning experiences offering the skills, knowledge, and understanding designed primarily to extend or update workers' competencies for occupations in which they are employed.

1509 General Educational Development (GED) preparation--A program which provides learning experiences designed to develop the knowledge, skills, and understanding required for the successful completion of the Test of General Educational Development (GED).

1599 Other adult/continuing education--Other adult/continuing education program which cannot be classified in any of the categories above.

1600 Community/junior college education program--Postsecondary education institutions, commonly organized into two-year programs, which offer instruction that has usually been adapted in content, level and schedule to meet the needs of the community in which they are located. Community or junior colleges generally offer a comprehensive curriculum which includes basic liberal arts, science, occupational, general education and adult education components. The program awards an Associate of Arts (A.A.) certificate to those who successfully complete the requirements.

1700 Community services program--A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.

1701 Civic services--A program of activities concerned with providing services to civic affairs or organizations. This includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

1702 Community recreation--A program of activities concerned with providing recreation for the community as a whole, or for some segment of the community. This includes such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

1703 Coordination of casework--A program of activities designed to manage the counsel and aid given to individuals and families requiring assistance of social service agencies.

1704 Custody and child care services--A program of activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or school system.

1705 Public library services--A program of activities pertaining to the operation of public libraries by a school or school system, or the provision of library services to the general public through the school library. This includes such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

1706 Welfare activities--A program of activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the school, school system, or for an outside source), and for clothing, food, or other personal needs.

1799 Other community services--Other community services program provided to the community which cannot be classified above.

1800 Substance abuse education/prevention--A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse, for example, those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.

1900 Student retention--A program that develops and implements education strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.

2000 Extended day/child care services--A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.

2100 Counseling services--A program that helps a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.

2200 Immigrant education--A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.

2300 College preparatory--A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.

2400 International Baccalaureate--A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission. Upon completion of this program, a student may receive an International Baccalaureate diploma.

2500 Magnet/Special Program Emphasis--A school within the public education system that has been designed: 1)to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and /or 2)to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

2600 Alternative education--An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

2700 Library/media services--A program that provides library and media services to students and school staffs. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and biblographical services; selecting music, films, or other audio-visual materials for programs.

2800 Health services--A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.

2900 Remedial education--A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

3000 School-To-Work Opportunities--A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is a partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.

3100 Service learning--A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.

9900 Other--Other programs which cannot be classified above.

Entity Uses: Assignment

0980 **Program Support/Funding Source**--See Section C.

Entity Uses: Assignment

2470 **Function Type**--The purpose of the program activities to which an individual is assigned as related to students.[10]

(Note: This data element has two or more levels of options that are coded with four-digit numbers in order to better clarify the logical hierarchy of the option list.)

(Note: Code numbers for this option list correspond to those used in Financial Accounting for Local and State School Systems 1990 (often referred to as Handbook 2R², July 1990, available from the National Center for Education Statistics), except where designated by an "‡" which denotes that the option is not included in 2R² and has been added to this volume.)

1000 Instruction--Activities which involve direct interaction between teachers and students. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium such as television, radio, telephone, computer and correspondence. This includes aides and classroom assistants of any type (e.g., clerks or graders) who assist in the instructional process.

2000 Support services--Services to provide administrative, technical, personal (e.g., guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100 Student support services--Activities to assess and improve the well-being of students and to supplement the instructional process.

2110 Attendance and social work services--Activities to improve student attendance at school and which attempt to prevent or solve student problems involving the home, school, and community. They also include registration activities for adult education programs.

2111 Supervision of attendance and social work services--Activities to direct, manage, and supervise attendance and social work services.

2112 Attendance services--Activities to promptly identify non-attendance patterns, promote improved attitudes toward attendance, analyze causes of non-attendance, act on non-attendance problems, and enforce compulsory attendance laws.

2113 Social work services--Activities to investigate and diagnose student problems arising out of the home, school, or community; provide casework and group work services for the child, parent, or both; interpret the problems of students for other staff members; and promote modification of the circumstances surrounding the individual student which are related to his or her problem.

---

[10] For a further description of functions, refer to *Financial Accounting for Local and State School Systems 1990* (often referred to as Handbook 2R²), July 1990, available from the National Center for Education Statistics.

2114 Student accounting services--Activities to acquire and maintain records of school attendance, location of home, family characteristics, and other census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance information. These include the preparation of pertinent statistical reports.

2119 Other attendance and social work services--Other attendance and social work services which cannot be classified above.

2120 Guidance services--Activities to counsel with students and parents; consult with other staff members on learning problems; evaluate the abilities of students; assist students as they make their own educational and career plans and choices; assist students in personal and social development; provide referral assistance; and work with other staff members in planning and conducting guidance programs for students.

2121 Supervision of guidance services--Activities to direct, manage, and supervise guidance services.

2122 Counseling services--Activities to help a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members.

2123 Appraisal services--Activities to assess student characteristics which are used in administration, instruction, and guidance; and assist the student in assessing his or her purposes and progress in personality and career development.

2124 Information services--Activities to disseminate educational, occupational, and personal/social information to help acquaint students with the curriculum and also with educational and vocational opportunities and requirements. Such information might be provided directly to students through group activities or it might be provided indirectly to students through other staff members or parents.

2125 Record maintenance services--Activities to compile, maintain, and interpret cumulative records for individual students, including systematic consideration of such factors as home and family background, physical and medical status, standardized test results, personal and social development and school performance.

2126 Placement services--Activities to help place students in appropriate situations. These could be educational situations, part-time employment while in school, and appropriate educational and occupational situations after they leave school. These activities also help ease the students' transition from one educational experience to another. The transition may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

2129 Other guidance services--Other guidance services which cannot be classified above.

2130 Health services--Activities to provide physical and mental health services which are not direct instruction. They include activities that provide students with appropriate medical, dental, and nursing services.

2131 Supervision of health services--Activities to direct, manage, and supervise health services.

2132 Medical services--Activities to improve the physical and mental health of students such as health appraisal, including screening for vision, hearing deficiencies and communicable diseases; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.

2133 Dental services--Activities to perform dental screening, dental care, and orthodontic activities.

2134 Nursing services--Activities to perform nursing such as health inspection, treatment of minor injuries, and referrals for other health services.

2139 Other health services--Other health services which cannot be classified above.

2140 Psychological services--Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; and working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests and behavioral evaluation. They also include planning and managing a program of psychological services encompassing psychological counseling for students, staff, and parents.

2141 Supervision of psychological services--Activities to direct, manage, and supervise psychological services.

2142 Psychological testing services--Activities to administer psychological tests, standardized tests, and inventory assessments. These tests measure ability, aptitude, achievement, interests, and personality. These activities also include interpretation of these measurements for students, other staff members, and parents.

2143 Psychological counseling services--Activities to help students perceive, clarify, and solve problems of adjustment and interpersonal relationships. These activities take place between a school psychologist or other qualified individual as counselor, and one or more students as counselees.

2144 Psychotherapy services--Activities to help students to perceive, clarify, and work through emotional problems or disorders. These activities involve a therapeutic relationship between a qualified mental health professional and one or more students.

2149 Other psychological services--Other psychological services which cannot be classified above.

2150 Speech pathology and audiology services--Activities to identify, assess, and treat students with speech, hearing, and language impairments.

2151 Supervision of speech pathology and audiology services--Activities to direct, manage, and supervise speech pathology and audiology services.

2152 Speech pathology services--Activities to identify students with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide students, parents, and teachers.

2153 Audiological services--Activities to: 1) identify individuals with hearing loss; 2) determine the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provide habilitating activities such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conservation; 4) create and administer programs for prevention of hearing loss; 5) counsel and guide students, parent/guardians, and teachers regarding hearing loss; and 6) determine an individual's need for group and individual amplification, select and fit an appropriate aid, and evaluate the effectiveness of amplification.

2159 Other speech pathology and audiology services--Other speech pathology and audiology services which cannot be classified above.

2190 Other student support services--Other student support services which cannot be classified above.

2200 Instructional staff support services--Activities to assist the instructional staff with content and process of providing learning experiences for students.

2210 Improvement of instructional services--Activities to primarily assist the instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These include curriculum development, techniques of instruction, child development, and staff training.

2211 Supervision of improvement of instruction services--Activities to direct, manage, and supervise the improvement of instructional services.

2212 Instruction and curriculum development services--Activities to assist teachers in developing the curriculum, preparing and utilizing special curriculum materials, and becoming acquainted with the various techniques which stimulate and motivate students.

2213 Instructional staff training services--Activities to promote the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school or school system. These include workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves.

2219 Other improvement of instruction services--Other improvement of instruction services which cannot be classified above.

2220 Educational media services--Activities to coordinate the use of hardware, devices, content materials (including printed and non-printed sensory materials), methods, or experiences for teaching and learning purposes.

2221 Supervision of educational media services--Activities to direct, manage, and supervise educational media services.

2222 School library services--Activities to select, acquire, prepare, catalog, and circulate books and other printed materials; plan the use of the library by students, teachers and other members of the instructional staff; and guide individuals in their use of library books and materials whether maintained separately or as a part of an instructional materials center and/or related work study area.

2223 Audiovisual services--Activities to select, prepare, care for, and make available to the instructional staff: equipment, films, filmstrips, transparencies, tapes, television programs, and other similar materials, whether maintained separately or as a part of an instructional materials center. These activities include an audiovisual center, television studio, related work-study areas, and the services provided by audiovisual personnel.

2224 Educational television services--Activities to plan, program, write, and present educational programs or segments of programs by closed circuit or broadcast television.

2225 Computer-assisted instruction services--Activities to plan, program, write, and present educational lessons which have been especially programmed for a computer to be used as the principal medium of instruction.

2229 Other educational media services--Other educational media services which cannot be classified above.

2290 Other instructional staff support services--Other instructional staff support services which cannot be classified above.

2300 General administration support services--Activities to establish and administer policy for operating a school system.

2310 Board of education services--Activities to perform the duties of an elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.

2311 Supervision of board of education services--Activities to direct, manage, and supervise the general operation of the board of education. These include the activities of the members of the board of education, but do not include any special activities defined in other areas of responsibility described below. They also include any activities of the district performed in support of the school district meeting. These may include legal activities such as interpreting the laws and statutes and general liability situations, and the activities of external auditors.

2312 Board secretary clerk services--Activities to perform the duties of the secretary or clerk of the board of education.

2313 Board treasurer services--Activities to perform the duties of the treasurer of the board of education.

2314 Election services--Activities to perform duties involved with any school system election, including the election of officers and bond elections.

2315 Tax assessment and collection services--Activities to perform duties involved with tax assessment and collection.

2316 Staff relations and negotiations services--Activities to perform duties involved with staff relations systemwide and contractual negotiations with both instructional and non-instructional personnel.

2319 Other board of education services--Other board of education services which cannot be classified above.

2320 Executive administration services--Activities to perform the overall general administration or executive duties of the entire school system.

2321 Office of the superintendent services--Activities to direct and manage all affairs of the school system. These are performed by the superintendent and such assistants as deputy, associate, and assistant superintendents. These include activities of all personnel and materials in the office of the chief executive officer.

2322 Community relations services--Activities to develop and operate systemwide programs for the bettering of school/community relations.

2323 State and federal relations services--Activities to develop and maintain good relations with state and federal officials. These include grant procurement activities.

2329 Other executive administration services--Other executive administration services which cannot be classified above.

2400 School administration support services--Activities to perform the overall administrative duties for a school.

2410 Office of the principal services--Activities to direct and manage the operation of a particular school. These include activities performed by the principal, assistant principals, and other assistants when they supervise all operations of the school, evaluate individuals of the school, assign duties to individuals, supervise and maintain the school records, and coordinate school instructional activities with those of the school or school system. These activities also include the work of clerical staff in support of teaching and administrative duties.

2419 Other school administration support services--Other school administration services which cannot be classified above.

2500 Business support services--Activities to pay, transport, exchange, and maintain goods and services for a school or school system. They include fiscal and internal services necessary for operating the school or school system. These include the activity of the chief business official.

2510 Fiscal services--Activities to perform the fiscal operations of a school or school system. These include budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds.

2511 Supervision of fiscal services--Activities to direct, manage, and supervise the fiscal service area. These include the activities of the assistant superintendent, director, or school business official who directs and manages fiscal activities.

2512 Budgeting services--Activities to supervise budget planning, formulation, control, and analysis of finances.

2513 Receiving and disbursing funds services--Activities to take in and pay out money. These include the current audit of receipts; the pre-audit of requisitions and purchase orders to determine whether the amounts are within the budgetary allowances, and determining that disbursements are lawful expenditures of a school or school system; and the management of school funds.

2514 Payroll services--Activities to periodically pay individuals entitled to remuneration for services rendered. Payments are also made for such payroll associated costs as federal income tax withholding, retirement, and social security.

2515 Financial accounting services--Activities to maintain the financial records and transactions of a school or school system. These include accounting and interpreting financial transactions and account records.

2516 Internal auditing services--Activities to verify account records including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

2517 Property accounting services--Activities to prepare and maintain current inventory records of land, buildings, and equipment. These records are to be used in equipment control and facilities planning.

2519 Other fiscal services--Other fiscal services which cannot be classified above.

2520 Purchasing services--Activities to purchase supplies, furniture, equipment, and materials used in a school or school system.

2530 Warehousing and distributing services--Activities to receive, store, and distribute supplies, furniture, equipment, materials, and mail. These include cash collection and transportation from school facilities to the central administration office or bank for control and/or deposit.

2540 Printing, publishing, and duplicating services--Activities to print and publish administrative publications such as annual reports, school directories, and manuals. These include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

2590 Other business support services--Other business support services which cannot be classified above.

2600 Operation and maintenance of plant services--Activities to keep the physical plant open, comfortable, and safe for use, and keep the grounds, buildings, and equipment in effective working condition and state of repair. These include maintaining safety in school buildings, grounds, and in the vicinity of schools.

2610 Supervision of operation and maintenance of plant services--Activities to direct, manage, and supervise the operation and maintenance of the school plant facilities.

2620 Operating buildings services--Activities to keep the physical plant clean and ready for daily use. These include operating the heat, light, and ventilation systems and repairing and replacing facilities and equipment.

2630 Care and upkeep of grounds services--Activities to maintain and improve the land. These include snow removal, landscaping, ground maintenance, and similar activities.

2640 Care and upkeep of equipment services--Activities to maintain equipment owned or used by the school or school system. These include servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle servicing and maintenance services--Activities to maintain general purpose vehicles other than student transportation vehicles such as trucks, tractors, graders, and staff vehicles. These include repairing vehicles, replacing vehicle parts, preventative maintenance servicing, cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

2660 Security services--Activities to maintain order and safety in school buildings, grounds, and in the vicinity at all times. These include police activities for school functions, traffic control on the grounds and in the vicinity, building alarm systems, and hall monitoring services.

2690 Other operation and maintenance of plant services--Other operation and maintenance of plant services which cannot be classified above.

2700 Student transportation services--Activities to convey students to and from school, as provided by state and federal law. These include trips between home and school, and trips to school activities.

2710 Supervision of student transportation--Activities to direct, manage, and supervise student transportation services.

2720 Vehicle operation services--Activities to operate vehicles for student transportation from the time the vehicles leave the point of storage until they return to storage. These include driving buses or other student transportation vehicles.

2730 Monitoring services--Activities to supervise students in the process of being transported between home and school or between school and school activities. Such supervision can occur while students are in transit, while they are being loaded and unloaded, and in directing traffic at the loading and unloading stations.

2740 Vehicle servicing and maintenance services--Activities to maintain student transportation vehicles. These include repairing vehicles, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.

2750 *Driver training services*--Activities to ensure and maintain safety standards of driver's skills to operate student transportation vehicles. These include training and testing of school bus drivers.

2790 Other student transportation services--Other student transportation services which cannot be classified above.

2800 Central support services--Activities, other than general administration, to support each of the other instructional and support services programs. These include planning, research and development, evaluation, information, staff, statistical, and data processing services.

2810 Planning, research, development, and evaluation services--Activities to conduct and manage programs of planning, research, development, and evaluation for a school system on a systemwide basis.

2811 ‡Supervision of managing, planning, research, development, and evaluation services--Activities associated with the direction, management, and supervision of planning, research, development, and evaluation services.

2812 ‡Planning services--Activities to select or identify overall, long-range goals, priorities and objectives of an organization or program; and formulate various courses of action needed to achieve those goals. This is done by identifying needs and relative costs and benefits of each course of action.

2813 ‡Research services--Activities to perform systematic study and investigation of various aspects of education undertaken to establish facts and principles.

2814 ‡Development services--Activities to deliberate evolving process of improving educational programs.

2815 ‡Evaluation services--Activities to ascertain or judge the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of a particular situation and the goals and objectives previously established.

2819 ‡Other planning, research, development, and evaluation services--Other planning, research, development, and evaluation services which can not be classified above.

2820 Information services--Activities to write, edit, and prepare materials for disseminating educational and administrative information to students, staff members, managers, or the general public through direct mailing, the various news media, or personal contact.

2821 Supervision of information services--Activities to direct, manage, and supervise information services.

2822 Internal information services--Activities to write, edit, and provide administrative information to students and staff members.

2823 Public information services--Activities to write, edit, and prepare materials for disseminating educational and administrative information to the public through various news media or personal contact.

2824 Management information services--Activities to write, edit, and prepare materials for disseminating to management the needed information about the operation of the school or school system, and the community, state, and nation, in order to make logical decisions.

2829 Other information services--Other information services which cannot be classified above.

2830 Staff services--Activities to maintain an efficient staff for a school or school system. These include recruiting and placement, staff transfers, inservice training, health services, and staff accounting.

2831 Supervision of staff services--Activities to direct, manage, and supervise staff services.

2832 Recruitment and placement services--Activities to employ and assign personnel for a school or school system.

2833 Staff accounting services--Activities to maintain the systematic recording and summarization of information relating to individuals employed by a school or school system.

2834 Inservice training services (for non-instructional staff)--Activities to train non-instructional personnel in all classifications. These activities are developed by the school or school system.

2835 Health services--Activities to provide medical, dental, and nurse services for the school or school system employees. These include physical examinations, referrals, and emergency care.

2839 Other staff services--Other staff services which cannot be classified above.

2840 Data processing services--Activities to prepare data for storage, storage of data, and retrieval of them for reproduction as information for management and reporting.

2841 Supervision of data processing services--Activities to direct, manage, and supervise data processing services.

2842 Systems analysis services--Activities to identify and evaluate alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. These activities pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 Programming services--Activities to prepare a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These also involve preparing coded instructions and data for such sequences.

2844 Operations services--Activities to schedule, maintain, and produce data. These include operating business machines, data preparation services, and data processing machines.

2849 Other data processing services--Other data processing services which cannot be classified above.

2890 ‡Other central support services--Other central support services which cannot be classified above.

2900 Other support services--Other support services which cannot be classified above.

3000 Operation of Non-Instructional Services--Activities to provide non-instructional services to students, staff members, or the community.

3100 Food services operations--Activities to provide food to students and staff members in a school or school system. These include preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and food delivery.

3110 ‡Supervision of food services--Activities to direct, manage, and supervise food services operations.

3120 ‡Food preparation and dispensing services--Activities to prepare and serve regular and incidental meals, lunches, or snacks to students and staff members in a school or school system. These include cooking, operating kitchen equipment, preparing food, serving food, cleaning dishes, and storing dishes and kitchen equipment.

3130 ‡Food delivery services--Activities to deliver food to the school or school system.

3190 ‡Other food services--Other food services which cannot be classified above.

3200 Enterprise operations--Activities that are financed and operated in a manner similar to private business enterprises with the stated intent that costs are financed or recovered primarily through use charges (e.g., a bookstore in a school or system).

3300 Community services operation--Activities to provide community services to students, staff or other community participants. These include community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. These are provided by the school or school system for the community as a whole or for some segment of the community.

3310 ‡Supervision of community services activities--Activities to direct, manage, and supervise community services activities.

3320 ‡Community recreation services--Activities to provide recreation for the community as a whole, or for some segment of the community. These include organizing and supervising playgrounds and swimming pools, as well as other recreation programs for the community.

3330 ‡Civic activities--Activities to provide services to civic affairs or organizations. These include services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

3340 ‡Public library services--Activities to operate public libraries by a school or school system, or provide library services to the general public through the school library. These include planning the library's collection in light of community needs and informing the community of public library resources and services.

3350 ‡Custody and care of children--Activities to provide programs for the custodial care of children in residential day schools or in child care centers which are not part of, nor directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or system.

3360 ‡Extended day child care services--Activities to provide programs for the custodial care of students enrolled in a school or system before the school day starts and/or after the school day ends.

3370 ‡Welfare activities--Activities to provide for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. These include payment of stipends for school attendance; payment of salaries to students for work performed (whether for the school system or for an outside concern); or the provision of clothing, food, or other personal needs.

3390 ‡Other community services--Other community services which cannot be classified above.

3400 ‡Residential housing services--Activities to provide living accommodations for students and individuals in facilities either owned or leased by the school or school system.

3410 ‡Supervision of residential housing services--Activities to direct, manage, and supervise residential housing services.

3420 ‡Student residence services--Activities to provide living accommodations for students in facilities either owned or leased by the school or school system. This category may be subdivided into residences for single students and residences for married students.

3430 ‡Staff residence services (other than administrative staff)--Activities to provide living accommodations for individuals other than administrative staff in facilities either owned or leased by the school or system.

3440 ‡Administrative staff residence services--Activities to provide living accommodations for administrative staff in facilities either owned or leased by the school or system.

3490 ‡Other residential housing services--Other residential housing services which cannot be classified above.

4000 Facilities acquisition and construction services--Activities to acquire land and buildings; remodel buildings and construct additions to buildings; install and extend service systems and other built-in equipment; and improve sites.

4100 Site acquisition services--Activities to initially acquire and improve new sites.

4200 Site improvement services--Activities to improve sites, and maintain existing site improvements.

4300 Architecture and engineering services--Activities to acquire and improve sites and buildings performed by architects and engineers.

4400 Educational specifications development services--Activities to prepare and interpret specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted by architects and engineers in the early stages of blueprint development.

4500 Building acquisition and construction services--Activities to buy or construct buildings.

4600 Building improvement services--Activities to build additions to buildings and install or extend service systems and other built-in equipment.

4900 Other facilities acquisition and construction services--Other facilities acquisition and construction activities which cannot be classified above.

9000 ‡Other--Other type of function which cannot be classified above.

Entity Uses: Assignment

G. EVALUATION AND CAREER DEVELOPMENT

This section includes information which relates to an individual's performance and growth in his or her current employment. In addition to providing information about quality of job performance, this section describes factors which may bear upon an individual's future career alternatives such as the need for additional training or experience.

Entity Uses:	Evaluation Evaluator Staff Member

Quality of Performance--Information pertaining to the degree of effectiveness with which an individual functions relative to goals and objectives that have been mutually determined and evaluated by an evaluator. The choice of which criteria and method to use in evaluating various occupational levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

2480 **Evaluation Purpose**--The reason that an appraisal of an individual's performance is conducted.

01 End of probationary period--An appraisal of an individual's performance marking the end of a trial period of employment.

02 Evaluation for advancement--An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

03 Evaluation for licensure--An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a professional license.

04 Periodic evaluation--An appraisal of an individual's performance in accordance with rules or policies.

05 Problem resolution--An appraisal of an individual's performance conducted to solve difficult work-related situations.

99 Other

Entity Uses: Evaluation

2490 **Evaluation Periodicity**--The interval at which an individual's appraisal occurs.

01 Monthly--An appraisal of an individual's performance conducted once a month.

02 Quarterly--An appraisal of an individual's performance conducted at regular intervals four times a year.

03 Semi-annually--An appraisal of an individual's performance conducted twice a year.

04 Annually--An appraisal of an individual's performance conducted once each year.

05 Post-probationary--An appraisal of an individual's performance conducted after a trial period of employment.

06 As needed--An appraisal of an individual's performance conducted when necessary.

99 Other

Entity Uses: Evaluation

2500 **Evaluation Date**--The month, day, and year on which an individual was evaluated.

Entity Uses: Evaluation

2510 **Evaluation Outcome**--The result of an assessment of an individual's performance.

01 Eligible for promotion--An individual has performed in a manner that warrants advancement to a higher position.

02 Merit increase--An individual has performed in a manner that merits receiving a salary increment provided for in a compensation plan.

03 Regular salary/step increase--An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

04 Granted tenure--An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

05 Granted license--An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

06 Retained in position--An individual has met the requirements of his or her job in an adequate manner.

07 Removed from probationary status--An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

08 Placed on probation--An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

09 Reassigned for career development needs--An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

10 Lateral reassignment--An individual has performed in a manner that warrants reassignment of a lateral nature.

11 Demotion--An individual has performed in a manner that warrants placement in a lower position.

12 Dismissal--An individual has performed in a manner that warrants removal from employment.

99 Other

Entity Uses: Evaluation

2520 **Evaluation System**--The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Uses: Evaluation

2530 **Evaluation Score/Rating**--The actual quantitative or qualitative assessment of an individual's performance.

Entity Uses: Evaluation

2540 **Evaluation Scale**--The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

Entity Uses: Evaluation

0110 **Name of Individual**--See Section A.

Entity Uses: Evaluator

1780 **Job Title**--See Section E.

Entity Uses: Evaluator
Staff Member

0120 **Name of Institution**--See Section A.

Entity Uses: Evaluator

0130 **Identification Number**--See Section A.

Entity Uses: Evaluator

0140 **Identification System**--See Section A.

Entity Uses: Evaluator

0460 **Complete Address**--See Section A.

Entity Uses: Evaluator

0470 **Telephone Status**--See Section A.

Entity Uses: Evaluator

0480 **Telephone Number**--See Section A.

Entity Uses: Evaluator

Career Development Alternatives--An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

2300 **Job Classification**--See Section F.

Entity Uses: Staff Member

2460 **Program Type**--See Section F.

Entity Uses: Staff Member

2470 **Function Type**--See Section F.

Entity Uses: Staff Member

2550 **Readiness for Assignment of Greater Responsibility**--The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

01 Immediately eligible--Ready for greater responsibility or assignment of broader scope at the present time.

02 In the future--Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

03 Not ready--Not ready for greater responsibility or assignment of broader scope.

Entity Uses: Evaluation

2560 **Career Development Needs**--A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

01 No preparation or additional experience required--No need of further preparation prior to an individual assuming a specified future assignment.

02 Job specialization required--Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

03 Task assignment required--Exposure to a temporary task would provide experience valuable to an individual's career development.

04 Job rotation required--Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

05 Formal preparation/credentials required--Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

99 Other

Entity Uses: Evaluation

2570 **Preparation Type**--A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Uses: Evaluation

2580 **Preparation Location**--The location where the recommended training takes place (e.g., within an organization, at an outside firm, or at an education institution).

Entity Uses: Evaluation

2590 **Preparation Duration**--The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Uses: Evaluation

2600 **Preparation Funding**--The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Uses: Evaluation

H. SEPARATION FROM EMPLOYMENT

This section includes information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

Entity Uses: Staff Member

1420 **Employment Separation Date**--See Section D.

Entity Uses: Staff Member

2610 **Employment Separation Type**--A designation of the type of separation occurring between an individual and the organization.

01 Voluntary--Separation resulting from a decision made solely by the involved employee (e.g., a resignation).

02 Involuntary--Separation resulting from a decision made solely by the employer (e.g., a layoff or discharge).

03 Mutual agreement--Separation resulting from a decision arrived at jointly by both the employee and the employer.

99 Other

Entity Uses: Staff Member

1430 **Employment Separation Reason**--See Section C.

Entity Uses: Staff Member

2620 **Severance Pay**--The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

Entity Uses: Staff Member

2630 **Reemployment Eligibility**--The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

01 Eligible for reemployment--The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

02 Not eligible for reemployment--The organization should not rehire the individual.

03 Eligible on a conditional basis--The organization should rehire the individual provided specified conditions are met.

Entity Uses: Staff Member

2640 **Reason Not Eligible for Reemployment**--A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Uses: Staff Member

Chapter 5

APPLICATIONS OF THE HANDBOOK

One use of this handbook can be the development of more standardized methods of maintaining administrative data about school and system staffs. More and more schools, local administrative units, and state education agencies are working together to identify essential pieces of information that should be collected about these individuals. These data are used for simple record keeping and reporting as well as for performing analytical studies for informed decision making. Software developers may use this handbook to assist in the development of products that will meet the needs of the schools for a variety of purposes.

The selection of data elements for inclusion in a data collection activity must be done with care and sensitivity to the confidentiality of information. Data elements should be selected if they meet identified needs for administrative or analytical purposes.

Because so many local, state, and federal education agencies, both public and private, see the utility of computerizing the collection of data on personnel, there is much interest in developing standard formats to promote comparability. This chapter provides one possible design of a staff record system using the data terms and entities from Chapter 4.

Another possible application of this handbook and the information in this chapter is in the design of a data collection instrument and the format for how data will be entered into a computer format for analysis. Researchers who use these data elements and formats will benefit when they try to compare or combine data sets for further analyses. Federal and other types of data collectors may be able to ensure greater comparability of data obtained from administrative records systems if their data collection requirements are consistent with how data are maintained. For instance, if field lengths used by data providers and data collectors are consistent with the handbook, data collectors may be assured that essential data will not be truncated or cut off when obtained from administrative record systems.

Proposed Staff Data System Application

In the table that follows, data elements are grouped by categories and entities to look more like a data collection scheme. Data elements, again, are the specific bits of data that can be defined and measured. Entities are the persons, places, events, objects, or concepts about which data can be collected. For each data element, there is a serial (or sequential) number within the section. For example, the first occurrence of **Telephone Number**, meaning "telephone number of staff member," has a serial number of "A45." When the data element **Telephone Number** occurs again, relating to the emergency contact, the serial number is "A68." This number is unique to the occurrence of the data element in conjunction with an entity within a category. In the second column, the data element has the entity number to which it refers. Again, the data element can occur with more than one entity. Finally, the data element has, in the third column, the sequential data element number, which is an indication of where the data element and definition occur in order in Chapter 4. Each data element has only one data element number though it may be used in more than one instance and with different entities. This four digit identifier provides a unique code for each data element in the scheme. In a computer database, these four numbers could identify a "field" or discrete piece of information.

For each data element there also is a "data element type" listed in the fifth column and a "field length" listed in the sixth column. Using the formats of many federal data collections (See References for the list of surveys used), data element types and field lengths were chosen. Field lengths were chosen by identifying the longest length used in any current federal reporting format for each data element (if any). These data element attributes are not meant to be mandatory; they are provided as examples. The state and local education agencies who participated in the field tests of the handbook were asked to provide input into the appropriateness of these attributes. Hence, the types and field lengths listed reflect an attempt to arrive at "best practice" attributes.

The possible data element types are as follows:

- **Identifier (ID)** - This is a data element that is defined in a code set. For most of the data elements identified as ID there is a code set provided in the handbook.

- **Alpha/Numeric (AN)** - This is a data element for which any value is appropriate, that is, letters and numbers can be used in any combination. Generally, this type is used when no standard code list exists or where descriptive information is desired.

- **Numeric (N)** - This is a data element that must be a numeric value. These data elements can be further broken out to indicate an implied decimal and the number of places to the right of the decimal by putting a number next to the N (e.g., N2 could be used where dollars and cents would be placed). (The table does not include decimal indications, since it is not a data collection document.)

- **Floating Decimal (R)** - This data element type is a special numeric type. The decimal must be included in the value which appears. If the decimal does not appear, then it is assumed the decimal appears at the right of the value, i.e., a whole number.

- **Date (DT)** - This data element type is specifically defined as a date. The format will be given in the definition specified in the data collection instrument.

For the purposes of this document, only a maximum suggested field length has been included. In designing a data collection system, generally a minimum length is also specified. Again, these field lengths are illustrative, not mandated.

Following the data element attributes in the seventh column is the page number on which the data element definition may be found. In the final column of the table, some notes are listed to assist the user.

A graphic example of the format of the table is shown below:

D. QUALIFICATION INFORMATION

Serial Number	*Entity Number*	*Data Element Number*	*Data Elements*	*Data Element Type*	*Field Length*	*Page on which Defined*	*Notes*
			Credential Information				***Loop D1-D46 may be used for multiple entries.***
D1	*01*	*1050*	*Credential Type*	*ID*	*2*	*52*	

Note that in this table data elements in conjunction with entities are listed only once. That is, there is only one set of fields for information about an entity, such as an employer. When designing a data base, it is useful to allow for the possibility of multiple entries or loops of information. Multiple entries are those entries in which there is more than one instance of a data element occurring. For instance, there could be multiple entries possible for types of assignment given to a staff member. In addition, there are instances when a set of information is needed about the multiple entries, thus requiring the use of loops. Loops are groups of data elements generally used to describe multiple entries. For instance, if a staff member has more than one academic degree, a data system should maintain data about the name, address, and other relevant items about each institution of higher education where the individual completed an academic program.

This handbook attempts to provide a comprehensive list of entities and data elements. There are, however, other possible entities and data elements and many other possible combinations of entities and data elements that would be useful in designing a staff record system. This application is offered simply as an example of how the handbook information could be used in the design of a staff record system.

A

A. PERS

Serial Number	Entity Number	Data Element Number	Data Elements
			Name
A1	01	0010	First Name
A2	01	0020	Middle Name
A3	01	0030	Last/Surname
A4	01	0040	Generation Code
A5	01	0050	Personal Title
A6	01	0060	Alias
A7	01	0070	Former Legal Name
A8	01	0080	Last/Surname at Birth
A9	01	0090	Nickname
A10	01	0100	Tribal or Clan Name
			Background Information
A11	01	0130	Identification Number
A12	01	0140	Identification System
A13	01	0150	Race/Ethnicity
A14	01	0160	National/Ethnic Origin Subgroup
A15	01	0170	Sex
A16	01	0180	Birthdate

pplications Section

SONAL INFORMATION

Data Element Type	*Field Length*	*Page on which Defined*	*Notes*
AN	*12*	*25*	
AN	*12*	*25*	
AN	*20*	*25*	
AN	*3*	*25*	
AN	*8*	*25*	
AN	*35*	*25*	
AN	*35*	*25*	
AN	*20*	*25*	
AN	*20*	*25*	
AN	*20*	*26*	
AN	*30*	*26*	*Loop A11-A12 may be used for multiple entries.*
ID	*2*	*26*	
ID	*2*	*27*	
AN	*60*	*27*	
ID	*2*	*27*	
DT	*8*	*27*	

A17	*01*	*0190*	***Birthdate Verification***
A18	*01*	*0200*	***City of Birth***
A19	*01*	*0210*	***County of Birth***
A20	*01*	*0220*	***State of Birth***
A21	*01*	*0230*	***Country of Birth***
A22	*01*	*0240*	***Citizenship Status***
A23	*01*	*0250*	***Country of Citizenship***
A24	*01*	*0260*	***Employment Eligibility Verification***
A25	*01*	*0270*	***Language Type***
A26	*01*	*0280*	***Language***
A27	*01*	*0290*	***Religious Background***
A28	*01*	*0300*	***Marital Status***
A29	*01*	*0310*	***Highest Level of Education Completed***
			Military Status
A30	*01*	*0320*	***Military Service Type***
A31	*01*	*0330*	***Military Duty Status***
A32	*01*	*0340*	***Military Entry Date***
A33	*01*	*0350*	***Military Discharge Date***
A34	*01*	*0360*	***Military Discharge Type***
A35	*01*	*0370*	***Military Reserve Obligation Ending Date***

ID	2	27	
AN	30	28	
AN	16	28	
ID	2	28	
ID	2	29	
ID	2	29	
ID	2	29	Multiple entries may be necessary.
ID	2	29	
ID	2	30	Loop A25-A26 may be used for multiple entries.
ID	3	30	Multiple entries may be necessary.
ID	2	30	
ID	2	31	
ID	2	31	
ID	2	32	
ID	2	32	
DT	8	33	
DT	8	33	
ID	2	33	
DT	8	33	

			Address/Contact Information
A36	*01*	*0380*	***Address Type***
A37	*01*	*0390*	***Street Number/Name***
A38	*01*	*0400*	***Apartment/Room/ Suite Number***
A39	*01*	*0410*	***City***
A40	*01*	*0420*	***County***
A41	*01*	*0430*	***State***
A42	*01*	*0440*	***Zip Code***
A43	*01*	*0450*	***Country***
A44	*01*	*0470*	***Telephone Status***
A45	*01*	*0480*	***Telephone Number***
A46	*01*	*0490*	***Facsimile (FAX) Number***
A47	*01*	*0500*	***Electronic Mail Address***
A48	*01*	*0510*	***Electronic Mail System***
A49	*01*	*0520*	***Electronic Mail Carrier Contact***
			Health Information
A50	*01*	*0530*	***Medical Examination Type***
A51	*01*	*0540*	***Medical Examination Date***
A52	*01*	*0550*	***Medical Examination Results***
A53	*01*	*0560*	***Other Health Data and Medical Conditions***

			Loop A36-A49 may be used for multiple entries.
ID	*2*	*33*	
AN	*35*	*34*	
AN	*10*	*34*	
AN	*30*	*34*	
AN	*16*	*34*	
ID	*2*	*34*	
AN	*10*	*34*	
ID	*2*	*34*	
AN	*60*	*35*	
AN	*25*	*35*	
AN	*25*	*35*	
AN	*80*	*35*	
AN	*60*	*35*	
AN	*25*	*35*	
			Loop A50-A55 may be used for multiple entries.
ID	*2*	*35*	
DT	*8*	*36*	
AN	*80*	*36*	
AN	*80*	*36*	

A54	*01*	*0570*	*Special Adaptation Requirements*
A55	*01*	*0580*	*Other Special Health Needs, Information, or Instructions*
			Immunizations
A56	*01*	*0590*	*Immunization Type*
A57	*01*	*0600*	*Immunizations Mandated by State Law for Employment*
A58	*01*	*0610*	*Immunization Date*
A59	*01*	*0620*	*Immunization Status Code*
			Injury
A60	*01*	*0630*	*Injury Type*
A61	*01*	*0640*	*Injury Occurrence Date*
A62	*01*	*0650*	*Injury Occurrence Location*
A63	*01*	*0660*	*Injury Description*
A64	*01*	*0670*	*Injury Insurance Claim Filing Date*
			Emergency Contact Information
A65	*02*	*0110*	*Name of Individual*
A66	*02*	*0460*	*Complete Address*
A67	*02*	*0470*	*Telephone Status*

AN	80	36	
AN	60	36	
			Loop A56-A59 may be used for multiple entries.
ID	6	36	See SPEEDE/EXPRESS for a list of immunization codes.
ID	2	37	
DT	8	37	
ID	2	37	
			Loop A60-A64 may be used for multiple entries.
ID	6	37	
DT	8	38	
AN	60	38	
AN	120	38	
DT	8	38	
			Loop A65-A68 may be used for multiple entries.
AN	45	26	Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.
AN	60	34	Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.
AN	60	35	

A68	*02*	*0480*	*Telephone Number*

AN	*25*	*35*	

B. EDUC

Serial Number	Entity Number	Data Element Number	Data Elements
			Education Institution Information
B1	03	0120	Name of Institution
B2	03	0380	Address Type
B3	03	0390	Street Number/Name
B4	03	0400	Apartment/Room/Suite Number
B5	03	0410	City
B6	03	0420	County
B7	03	0430	State
B8	03	0440	Zip Code
B9	03	0450	Country
B10	03	0470	Telephone Status
B11	03	0480	Telephone Number
B12	03	0490	Facsimile (FAX) Number
B13	03	0500	Electronic Mail Address
B14	03	0510	Electronic Mail System
B15	03	0520	Electronic Mail Carrier Contact
B16	03	0130	Identification Number
B17	03	0140	Identification System

CATIONAL BACKGROUND

Data Element Type	*Field Length*	*Page on which Defined*	*Notes*
			Loop B1-B34 may be used for multiple entries.
AN	*60*	*26*	
ID	*2*	*33*	
AN	*35*	*34*	
AN	*10*	*34*	
AN	*30*	*34*	
AN	*16*	*34*	
ID	*2*	*34*	
AN	*10*	*34*	
ID	*2*	*34*	
AN	*60*	*35*	
AN	*25*	*35*	
AN	*25*	*35*	
AN	*80*	*35*	
AN	*60*	*35*	
AN	*25*	*35*	
AN	*30*	*26*	*Loop B16-B17 may be used for multiple entries.*
ID	*2*	*26*	

B18	*03*	*0680*	*Enrollment Status*
B19	*03*	*0690*	*Entry Date*
B20	*03*	*0700*	*Exit/Withdrawal Date*
			Subject Matter Area of Study
B21	*01*	*0710*	*Level of Specialization*
B22	*01*	*0720*	*Postsecondary Subject Matter Area*
B23	*01*	*0730*	*Course Completed in Subject Matter Area*
B24	*01*	*0740*	*Grade Earned in Course*
B25	*01*	*0745*	*Credit Type Earned*
B26	*01*	*0750*	*Credit Hours Earned in Course*
B27	*01*	*0760*	*Continuing Education Units (CEUs) Earned in Course*
B28	*01*	*0770*	*Continuing Education Unit (CEU) Purpose*
			Other Training
B29	*01*	*0780*	*Course/Training Program Title/Description*
B30	*01*	*0790*	*Course/Training Program Completion Date*
			Recognition Earned
B31	*01*	*0800*	*Degree/Certificate Title/Description*
B32	*01*	*0810*	*Degree/Certificate Distinctions*

D	2	40	
DT	8	40	
DT	8	40	
			Loop B21-B28 may be used for multiple entries.
D	2	41	
D	2	41	
AN	80	42	Loop B23-B28 may be used for multiple entries.
AN	35	42	
D	2	42	
N	4	43	
N	4	43	
AN	80	43	
			Loop B29-B30 may be used for multiple entries.
AN	60	43	
DT	8	44	
			Loop B31-B34 may be used for multiple entries.
AN	60	44	
AN	45	44	

B33	*01*	*0820*	*Degree/Certificate Conferring Date*
B34	*01*	*0830*	*Honor or Award*

DT	*8*	*44*	
AN	*45*	*44*	*Multiple entries may be necessary.*

C. PROFESS

Serial Number	Entity Number	Data Element Number	Data Elements
			Activity Description
C1	04	0840	Professional Development Activity Title/Description
C2	04	0850	Professional Development Activity Relevance
C3	04	0860	Professional Development Activity Anticipated Outcome
C4	04	0870	Professional Development Activity Purpose
C5	04	0880	Professional Development Activity Participant's Role
C6	04	0890	Professional Development Activity Format
C7	04	0900	Professional Development Activity Involvement
			Activity Provider (Presenter)
C8	04	0110	Name of Individual
C9	04	0120	Name of Institution
C10	04	0460	Complete Address
C11	04	0470	Telephone Status
C12	04	0480	Telephone Number
			Activity Logistics

IONAL DEVELOPMENT

ata ment ype	*Field Length*	*Page on which Defined*	*Notes*
			Loop C1-C27 may be used for multiple entries.
AN	*60*	*45*	
ID	*2*	*45*	
ID	*2*	*45*	
ID	*2*	*46*	
ID	*2*	*46*	
ID	*2*	*46*	*Multiple entries may be necessary.*
AN	*45*	*48*	
			Loop C8-C12 may be used for multiple entries.
AN	*45*	*26*	*Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	*60*	*26*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	

C13	04	0910	Professional Development Activity Beginning Date
C14	04	0920	Professional Development Activity Ending Date
C15	04	0930	Professional Development Activity Intensity
C16	04	0940	Professional Development Activity Frequency
C17	04	0950	Professional Development Activity Contact Hours
C18	04	0960	Professional Development Activity Duration
C19	04	0970	Professional Development Activity Location
C20	04	0740	Grade Earned in Course
			Activity Support
C21	04	0980	Program Support/Funding Source
C22	04	0990	Professional Development Activity Arrangement
C23	04	1000	Professional Development Activity Compensation
C24	04	1010	Professional Development Activity Sponsor
			Results
C25	04	1020	Professional Development Activity Outcomes
C26	04	1030	Professional Development Activity Credit Type Offered

DT	8	48	
DT	8	48	
N	4	48	
N	4	48	
N	5	49	
N	4	49	
AN	60	49	
AN	35	42	
			Loop C21-C27 may be used for multiple entries.
ID	2	49	
ID	2	49	
ID	2	50	
ID	2	50	
AN	60	51	Multiple entries may be necessary.
ID	2	51	

C27	*04*	*1040*	*Number of Credits Earned*

N	*5*	*51*	

D. QUALI

Serial Number	*Entity Number*	*Data Element Number*	*Data Elements*
			Credential Information
D1	*01*	*1050*	***Credential Type***
D2	*01*	*1060*	***Non-teaching Credential Field***
D3	*01*	*1070*	***Teaching Credential Type***
D4	*01*	*1080*	***Teaching Credential Basis***
D5	*01*	*1090*	***Credential Description***
D6	*01*	*0130*	***Identification Number***
D7	*01*	*0140*	***Identification System***
D8	*01*	*1100*	***Credential Issuance Date***
D9	*01*	*1110*	***Credential Expiration Date***
D10	*01*	*1120*	***Credential Issuance/Renewal Requirement***
D11	*01*	*1130*	***Credential Renewability Status***
D12	*01*	*1140*	***Credential Authorized Function***
D13	*01*	*1150*	***Credential Authorized Instructional Level***
D14	*01*	*1160*	***Credential Specified Contact Group***
D15	*01*	*1170*	***Teaching Field or Area Authorized***
D16	*01*	*1180*	***Course, Subject, or Activity Authorized***

FICATION INFORMATION

Data Element Type	*Field Length*	*Page on which Defined*	*Notes*
			Loop D1-D46 may be used for multiple entries.
ID	*2*	*52*	
ID	*2*	*52*	
ID	*2*	*52*	
ID	*2*	*53*	
AN	*60*	*53*	
AN	*30*	*26*	*Loop D6-D7 may be used for multiple entries.*
ID	*2*	*26*	
DT	*8*	*53*	
DT	*8*	*53*	
ID	*2*	*54*	
ID	*2*	*54*	
AN	*45*	*54*	*Multiple entries may be necessary.*
AN	*45*	*54*	*Multiple entries may be necessary.*
AN	*45*	*54*	*Multiple entries may be necessary.*
ID	*2*	*54*	*Multiple entries may be necessary.*
AN	*80*	*55*	*Multiple entries may be necessary.*

D17	01	1190	Alternative Credential Requirement
D18	01	1200	Alternative Credential Requirement Description
D19	01	1210	Program Sponsor
D20	05	0120	Name of Institution
D21	05	0460	Complete Address
D22	05	0470	Telephone Status
D23	05	0480	Telephone Number
D24	06	0110	Name of Individual
D25	06	0460	Complete Address
D26	06	0470	Telephone Status
D27	06	0480	Telephone Number
			Assessment Information
D28	01	1220	Credential Assessment Purpose
D29	01	1230	Credential Assessment Title/Description
D30	01	1240	Credential Assessment Standard Indicator
D31	01	1250	Credential Assessment Type
D32	01	1260	Credential Assessment Content
D33	01	1270	Credential Assessment Content Level
D34	01	1280	Credential Assessment Date

ID	*2*	*55*	
AN	*60*	*56*	
ID	*2*	*56*	*Loop D19-D27 may be used for multiple entries.*
AN	*60*	*26*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	
AN	*45*	*26*	*Loop D24-D27 may be used for multiple entries.*
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	
			Loop D28-D39 may be used for multiple entries.
ID	*2*	*57*	*Multiple entries may be necessary.*
AN	*60*	*57*	
ID	*2*	*57*	
ID	*2*	*57*	
ID	*2*	*58*	
AN	*30*	*58*	
DT	*8*	*58*	

D35	*01*	*1290*	***Credential Assessment Score/Results***
D36	*07*	*0110*	***Name of Individual***
D37	*07*	*0460*	***Complete Address***
D38	*07*	*0470*	***Telephone Status***
D39	*07*	*0480*	***Telephone Number***
			Credentialing Requirements
D40	*01*	*1300*	***Oath of Allegiance Date***
D41	*01*	*1310*	***Security Verification***
D42	*01*	*1320*	***Security Verification Means***
D43	*01*	*1330*	***Security Verification Date***
D44	*01*	*1340*	***Credential Fee Amount***
D45	*01*	*1350*	***Credential Fee Payment Status***
D46	*01*	*1360*	***Credential Fee Payment Date***
			Publications
D47	*01*	*1370*	***Publication Type***
D48	*01*	*1380*	***Publication Description***
			Prior Experience
D49	*08*	*0120*	***Name of Institution***
D50	*08*	*0460*	***Complete Address***
D51	*08*	*0430*	***State***
D52	*08*	*0470*	***Telephone Status***

AN	*80*	*58*	
AN	*45*	*26*	*Loop D36-D39 may be used for multiple entries.*
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	
DT	*8*	*58*	
ID	*2*	*58*	
ID	*2*	*58*	
DT	*8*	*59*	
N	*10*	*59*	
N	*10*	*59*	
DT	*8*	*59*	
			Loop D47-D48 may be used for multiple entries.
ID	*2*	*59*	
AN	*60*	*59*	
			Loop D49-D61 may be use for multiple entries.
AN	*60*	*26*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
ID	*2*	*34*	
AN	*60*	*35*	

D53	*08*	*0480*	*Telephone Number*
D54	*08*	*1390*	*Business Type*
D55	*08*	*1400*	*Employment Status*
D56	*08*	*1410*	*Employment Beginning Date*
D57	*08*	*1420*	*Employment Separation Date*
D58	*01*	*1430*	*Employment Separation Reason*
D59	*01*	*1440*	*Nature of Prior Employment*
D60	*01*	*1450*	*Teaching Assignment*
D61	*01*	*1460*	*Instructional Level*
			Years of Employment Experience
D62	*01*	*1470*	*Years of Prior Teaching Experience*
D63	*01*	*1480*	*Years of Prior Education Experience*
D64	*01*	*1490*	*Years of Prior Related Experience*
D65	*01*	*1500*	*Total Number of Years of Prior Experience*
			Internship/Apprenticeship
D66	*08*	*0120*	*Name of Institution*
D67	*08*	*0460*	*Complete Address*
D68	*08*	*0470*	*Telephone Status*
D69	*08*	*0480*	*Telephone Number*

AN	25	35	
ID	2	60	
ID	2	60	
DT	8	60	
DT	8	60	
ID	2	61	
AN	80	62	
ID	2	62	*Multiple entries may be necessary.*
AN	45	63	*Multiple entries may be necessary.*
N	4	63	
N	4	63	
N	4	63	
N	4	63	
			Loop D66-D72 may be used for multiple entries.
AN	60	26	
AN	60	34	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	60	35	
AN	25	35	

D70	01	1510	*Internship/Apprenticeship Description*	A
D71	01	1520	*Internship/Apprenticeship Beginning Date*	D
D72	01	1530	*Internship/Apprenticeship Ending Date*	D
			Related Travel Activities	
D73	01	1540	*Travel Location*	A
D74	01	1550	*Travel Purpose*	A
D75	01	1560	*Travel Beginning Date*	D
D76	01	1570	*Travel Ending Date*	D
			Other Interests	
D77	01	1580	*Avocational Interests and Skills*	A
D78	01	0830	*Honor or Award*	A
D79	01	1590	*Other Areas of Informal Qualification*	A
D80	01	1600	*Special Contact Group Empathies*	A
D81	09	0120	*Name of Institution*	A
D82	09	0460	*Complete Address*	A
D83	09	0470	*Telephone Status*	A
D84	09	0480	*Telephone Number*	A
D85	09	1610	*Years of Participation*	
D86	09	1620	*Office Held*	A
D87	09	1630	*Office Term Beginning Date*	D

N	80	64	
T	8	64	
T	8	64	
			Loop D73-D76 may be used for multiple entries.
N	45	64	*Multiple entries may be necessary.*
N	80	64	*Multiple entries may be necessary.*
T	8	64	
T	8	64	
N	80	64	
N	45	44	
N	80	65	
N	60	65	*Loop D80-D88 may be used for multiple entries.*
N	60	26	
N	60	34	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
N	60	35	
N	25	35	
N	4	65	
N	30	65	*Loop D86-D88 may be used for multiple entries.*
T	8	65	

D88	*09*	*1640*	*Office Term Ending Date*

DT	*8*	*65*	

E. CU

Serial Number	Entity Number	Data Element Number	Data Elements
			Entry into Employment
E1	01	1650	Means of Introduction for Employment
E2	10	0110	Name of Individual
E3	10	0120	Name of Institution
E4	10	0460	Complete Address
E5	10	0470	Telephone Status
E6	10	0480	Telephone Number
E7	01	1410	Employment Beginning Date
			Employment Conditions
E8	01	1400	Employment Status
E9	01	1660	Contractual Term
E10	01	1670	Contract Beginning Date
E11	01	1680	Contract Ending Date
E12	01	1690	Employment Time Annually
E13	01	1700	*Full-time Equivalency (FTE)
E14	01	1710	Full-time Status
E15	01	1720	Hours of Service per Day
E16	01	1730	Days of Service per Week

RRENT EMPLOYMENT

Data Element Type	*Field Length*	*Page on which Defined*	*Notes*
ID	*2*	*66*	
AN	*45*	*26*	*Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	*60*	*26*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	
DT	*8*	*60*	
			Loop E8-E43 may be used for multiple entries.
ID	*2*	*60*	
ID	*2*	*67*	
DT	*8*	*68*	
DT	*8*	*68*	
AN	*16*	*68*	
N	*5*	*68*	*Derived from constituent data elements: 1690 Employment Time Annually.*
ID	*2*	*68*	
N	*5*	*69*	
N	*4*	*69*	

E17	*01*	*1740*	***Hours of Service per Week***
E18	*01*	*1750*	***Scheduled Work Time Daily***
E19	*01*	*1760*	***Scheduled Work Days Weekly***
E20	*01*	*1770*	***Scheduled Work Months Annually***
E21	*01*	*1780*	***Job Title***
E22	*01*	*1790*	***Position Number***
E23	*01*	*1800*	***Fair Labor Standards Act Coverage***
E24	*01*	*1810*	***Substitute Status***
			Compensation
E25	*01*	*1820*	***Pay Grade***
E26	*01*	*1830*	***Pay Range***
E27	*01*	*1840*	***Base Salary or Wage***
E28	*01*	*1850*	***Pay Rate Basis***
E29	*01*	*1860*	***Supplement for Cocurricular Activities***
E30	*01*	*1870*	***Supplement for Extracurricular Activities***
E31	*01*	*1880*	***Supplement for Other Activities***
E32	*01*	*1890*	***Salary for Overtime***
E33	*01*	*1900*	***Overtime Identifier***
E34	*01*	*1910*	***Salary for Sabbatical Leave***
E35	*01*	*1920*	***Other Salary or Wage Rate***

N	*6*	*69*	
AN	*24*	*69*	
AN	*80*	*69*	
AN	*80*	*69*	
AN	*45*	*69*	
AN	*30*	*69*	
ID	*2*	*69*	
ID	*2*	*70*	
			Loop E25-E43 may be used for multiple entries.
AN	*60*	*70*	
AN	*60*	*70*	
N	*10*	*70*	
AN	*60*	*70*	
N	*10*	*70*	*Multiple entries may be necessary.*
N	*10*	*70*	*Multiple entries may be necessary.*
N	*10*	*70*	*Multiple entries may be necessary.*
N	*10*	*71*	
N	*10*	*71*	
N	*10*	*71*	
N	*10*	*71*	

E36	*01*	*1930*	***Actual Total Salary Paid***
E37	*01*	*1940*	***Pay Period Length***
E38	*01*	*1950*	***Payment Duration***
E39	*01*	*1960*	***Additional Compensation***
E40	*01*	*1970*	***In-Kind Compensation Type***
E41	*01*	*1980*	***In-Kind Compensation Dollar Amount***
E42	*01*	*1990*	***Payroll Special Arrangement***
E43	*01*	*2000*	***Payroll Deduction Amount***
			Employee Benefits
E44	*11*	*2010*	***Employee Benefit Type***
E45	*11*	*2020*	***Eligibility Status***
E46	*11*	*2030*	***Ineligibility Reason***
E47	*11*	*2040*	***Coverage Description***
E48	*11*	*2050*	***Coverage Type***
E49	*11*	*2060*	***Coverage Identifier***
E50	*11*	*2070*	***Coverage Amount***
E51	*11*	*2080*	***Special Terms***
E52	*11*	*2090*	***Coverage Beginning Date***
E53	*11*	*2100*	***Coverage Ending Date***
E54	*11*	*2110*	***Vesting Percentage***

N	10	71	Derived from constituent data elements: 1840 Base Salary or Wage, 1860 Supplement for Cocurricular Activities, 1870 Supplement for Extracurricular Activities, 1880 Supplement for Other Activities, 1890 Salary for Overtime, 1910 Salary for Sabbatical Leave, 1920 Other Salary or Wage Rate.
AN	35	71	
AN	35	71	
N	10	71	
AN	60	71	Loop E40-E41 may be used for multiple entries.
N	10	72	
AN	60	72	Loop E42-E43 may be used for multiple entries.
N	10	72	
			Loop E44-E73 may be used for multiple entries.
ID	2	72	
ID	2	73	
AN	60	74	
AN	80	74	
AN	60	74	
AN	45	74	
N	10	74	
AN	80	74	
DT	8	74	
DT	8	74	
N	5	74	

E55	11	2120	Anticipated Use Date
E56	11	2130	Actual Use Date
E57	12	0120	Name of Institution
E58	12	0460	Complete Address
E59	12	0470	Telephone Status
E60	12	0480	Telephone Number
			Employee Benefit Contributions
E61	13	2140	Benefit Contributor Type
E62	13	0110	Name of Individual
E63	13	0120	Name of Institution
E64	13	0460	Complete Address
E65	13	2150	Benefit Contribution Type
E66	13	2160	Benefit Contribution
E67	13	2170	Payment Required per Pay Period
			Beneficiary
E68	14	0110	Name of Individual
E69	14	0120	Name of Institution
E70	14	0460	Complete Address
E71	14	0470	Telephone Status

DT	8	74	
DT	8	74	
AN	60	26	*Loop E57-E60 may be used for multiple entries.*
AN	60	34	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	60	35	
AN	25	35	
ID	2	75	*Loop E61-E67 may be used for multiple entries.*
AN	45	26	*Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	60	26	
AN	60	34	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
ID	2	75	
AN	60	75	
N	10	75	
			Loop E68-E73 may be used for multiple entries.
AN	45	26	*Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	60	26	
AN	60	34	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	60	35	

E72	*14*	*0480*	*Telephone Number*	
E73	*14*	*2180*	*Relationship to Staff Member*	
			Attendance Status	
E74	*01*	*2190*	*Leave Type*	
E75	*01*	*2200*	*Leave Substitution Status*	
E76	*01*	*2210*	*Leave Payment Status*	
E77	*01*	*2220*	*Maximum Leave Allowed*	
E78	*01*	*2230*	*Leave Accrued*	
E79	*01*	*2240*	*Hours of Leave Used*	
E80	*01*	*2250*	*Leave Taken Date*	
E81	*01*	*2260*	**Leave Balance*	
			Grievances	
E82	*01*	*2270*	*Grievance Description*	
E83	*01*	*2280*	*Grievance Date*	
E84	*01*	*2290*	*Grievance Action*	

AN	*25*	*35*	
AN	*60*	*75*	
			Loop E74-E81 may be used for multiple entries.
ID	*2*	*75*	
ID	*2*	*76*	
ID	*2*	*77*	
N	*5*	*77*	
N	*5*	*77*	
N	*5*	*77*	
DT	*8*	*77*	*Multiple entries may be necessary.*
N	*5*	*77*	*Derived from constituent data elements 2220 Maximum Leave Allowed, 2230 Leave Accrued, 2240 Hours of Leave Taken, and 2250 Leave Taken Date.*
			Loop E82-E84 may be used for multiple entries.
AN	*80*	*77*	
DT	*8*	*77*	
AN	*80*	*77*	

F. A

Serial Number	Entity Number	Data Element Number	Data Elements	Da Elen Ty
			Assignment Information	
F1	*15*	*2300*	*Job Classification*	*I*
F2	*15*	*2310*	*Assignment Description*	*A*
F3	*15*	*1450*	*Teaching Assignment*	*I*
F4	*15*	*1460*	*Instructional Level*	*A*
F5	*15*	*2320*	*Scope of Activity*	*I*
F6	*15*	*2330*	*Essential Personnel Identifier*	*I*
F7	*15*	*2340*	*Time Period Classification*	*I*
F8	*15*	*2350*	*Time Period*	*A*
F9	*15*	*2360*	*Session Type*	*I*
F10	*15*	*2370*	*Activity Beginning Date*	*D*
F11	*15*	*2380*	*Activity Ending Date*	*D*
			Operational Unit to Which Assigned	
F12	*15*	*0120*	*Name of Institution*	*A*
F13	*15*	*0130*	*Identification Number*	*A*
F14	*15*	*0140*	*Identification System*	*I*
F15	*15*	*0460*	*Complete Address*	*A*
F16	*15*	*0470*	*Telephone Status*	*A*
F17	*15*	*0480*	*Telephone Number*	*A*

ASSIGNMENTS

ta nent pe	*Field Length*	*Page on which Defined*	*Notes*
			Loop F1-F40 may be used for multiple entries.
D	*4*	*78*	
N	*80*	*91*	
D	*2*	*62*	
N	*45*	*63*	
D	*2*	*91*	
D	*2*	*92*	
D	*2*	*92*	
N	*15*	*92*	
D	*2*	*92*	
T	*8*	*93*	
T	*8*	*93*	
			Loop F12-F24 may be used for multiple entries.
N	*60*	*26*	
N	*30*	*26*	*Loop F13-F14 may be used for multiple entries.*
D	*2*	*26*	
N	*60*	*37*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
N	*60*	*35*	
N	*25*	*35*	

F18	*15*	*2390*	*Location*
F19	*15*	*2400*	*Facility Type*
F20	*16*	*0110*	*Name of Individual*
F21	*16*	*0120*	*Name of Institution*
F22	*16*	*0460*	*Complete Address*
F23	*16*	*0470*	*Telephone Status*
F24	*16*	*0480*	*Telephone Number*
			Schedule for Current Assignment
F25	*15*	*1700*	*Full-time Equivalency (FTE)*
F26	*15*	*1710*	*Full-time Status*
F27	*15*	*1750*	*Scheduled Work Time Daily*
F28	*15*	*1760*	*Scheduled Work Days Weekly*
F29	*15*	*1770*	*Scheduled Work Months Annually*
			Staff Assignment Workload
F30	*15*	*1460*	*Instructional Level*
F31	*15*	*2410*	*Course Assigned*
F32	*15*	*0130*	*Identification Number*
F33	*15*	*0140*	*Identification System*
F34	*15*	*2420*	*Unit of Work*
F35	*15*	*2430*	*Time Expended*

AN	*45*	*93*	
ID	*2*	*93*	
AN	*45*	*26*	*Loop F20-F24 may be used for multiple entries. Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	*60*	*25*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	
			Loop F25-F29 may be used for multiple entries.
N	*5*	*68*	
ID	*2*	*68*	
AN	*24*	*69*	
AN	*80*	*69*	
AN	*80*	*69*	
			Loop F30-F36 may be used for multiple entries.
AN	*45*	*63*	
AN	*30*	*95*	
AN	*30*	*26*	*Loop F32-F33 may be used for multiple entries.*
ID	*2*	*26*	
AN	*45*	*96*	
AN	*45*	*96*	

F36	*15*	*2440*	**Percent of Total Time*
			Program Information
F37	*15*	*2450*	***School Grade Level Classification***
F38	*15*	*2460*	***Program Type***
F39	*15*	*0980*	***Program Support/Funding Source***
F40	*15*	*2470*	***Function Type***

N	*5*	*96*	***Derived from constituent data elements: 1690 Employment Time Annually, 1700 Full-time Equivalency (FTE), 1750 Scheduled Work Time Daily, 1760 Scheduled Work Days Weekly, 1770 Scheduled Work Months Annually.***
ID	*2*	*96*	
ID	*4*	*97*	
ID	*2*	*49*	*Multiple entries may be necessary.*
ID	*4*	*106*	

G. EVALUATIO

Serial Number	*Entity Number*	*Data Element Number*	*Data Elements*
			Quality of Performance
G1	*17*	*2480*	*Evaluation Purpose*
G2	*17*	*2490*	*Evaluation Periodicity*
G3	*17*	*2500*	*Evaluation Date*
G4	*17*	*2510*	*Evaluation Outcome*
G5	*17*	*2520*	*Evaluation System*
G6	*17*	*2530*	*Evaluation Score/Rating*
G7	*17*	*2540*	*Evaluation Scale*
G8	*07*	*0110*	*Name of Individual*
G9	*07*	*0130*	*Identification Number*
G10	*07*	*0140*	*Identification System*
G11	*07*	*1780*	*Job Title*
G12	*07*	*0120*	*Name of Institution*
G13	*07*	*0460*	*Complete Address*
G14	*07*	*0470*	*Telephone Status*
G15	*07*	*0480*	*Telephone Number*
			Career Development Alternatives

ON AND CAREER DEVELOPMENT

Data Element Type	*Field Length*	*Page on which Defined*	*Notes*
			Loop G1-G25 may be used for multiple entries.
ID	*2*	*120*	
ID	*2*	*120*	
DT	*8*	*121*	
ID	*2*	*121*	
AN	*45*	*122*	
AN	*45*	*122*	
AN	*80*	*122*	
AN	*45*	*26*	*Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.*
AN	*30*	*26*	*Loop G9-G10 may be used for multiple entries.*
ID	*2*	*26*	
AN	*45*	*69*	
AN	*60*	*26*	
AN	*60*	*34*	*Free form. This item may be used in lieu of 0390, 0400, 0410, 0420, 0430, 0440, 0450.*
AN	*60*	*35*	
AN	*25*	*35*	

G16	*01*	*1780*	*Job Title*
G17	*01*	*2300*	*Job Classification*
G18	*01*	*2460*	*Program Type*
G19	*01*	*2470*	*Function Type*
G20	*17*	*2550*	*Readiness for Assignment of Greater Responsibility*
G21	*17*	*2560*	*Career Development Needs*
G22	*17*	*2570*	*Preparation Type*
G23	*17*	*2580*	*Preparation Location*
G24	*17*	*2590*	*Preparation Duration*
G25	*17*	*2600*	*Preparation Funding*

AN	*45*	*69*	*Loop G16-G25 may be used for multiple entries.*
ID	*4*	*78*	
ID	*4*	*97*	
ID	*4*	*106*	
ID	*2*	*123*	
ID	*2*	*123*	*Loop G21-G25 may be used for multiple entries.*
AN	*45*	*124*	
AN	*45*	*124*	
AN	*30*	*124*	
AN	*30*	*124*	

H. SEPARATION FROM EMPLOYMENT

Serial Number	*Entity Number*	*Data Element Number*	*Data Elements*	*Data Element Type*	*Field Length*	*Page on which Defined*	*Notes*
H1	*01*	*1420*	*Employment Separation Date*	*DT*	*8*	*60*	
H2	*01*	*2610*	*Employment Separation Type*	*ID*	*2*	*125*	
H3	*01*	*1430*	*Employment Separation Reason*	*ID*	*2*	*61*	
H4	*01*	*2620*	*Severance Pay*	*N*	*10*	*125*	
H5	*01*	*2630*	*Reemployment Eligibility*	*ID*	*2*	*125*	
H6	*01*	*2640*	*Reason Not Eligible for Reemployment*	*AN*	*45*	*126*	

SOURCES

American Medical Association. *Physician's Current Procedural Terminology*. 4th ed. Chicago, IL: American Medical Association, July 1987.

American National Standards Institute. *Code for the Representation of Names of Countries (ISO 3166-1993 (E))*. 4th ed. Switzerland: International Organization for Standardization (ISO), 1993.

American National Standards Institute. *Code for the Representation of Names of Languages (ISO 639)*. Switzerland: International Organization for Standardization (ISO), 1988.

Beller-Simms, N. and Fran E. O'Reilly. *A Comparison of Federal and State Data Elements and Definitions for Special Education Personnel*. Rockville, M.D.: Westat, Inc., May 1992.

Boe, E.E. and Dorothy M. Gilford, ed. *Teacher Supply, Demand, and Quality: Policy Issues, Models, and Data Bases*. Washington, D.C.: National Academy Press, 1992.

Craig, Robert L., ed. *Training and Development Handbook*: A Guide to Human Resources Development. 3d ed. New York, NY: McGraw-Hill Book Company, 1987.

Commission on Professional and Hospital Activities. *International Classification of Diseases -- 9th -- Revision Clinical Modification (ICM-9-CM)*. Baltimore, MD: HCIA Inc., April 1986.

Committee on the Standardization of Postsecondary education Electronic Data Exchange (SPEEDE) and Technical Advisory Group on the Exchange of Permanent Records electronically for Students and Schools (ExPRESS). *A Guide to the Implementation of the SPEEDE/ExPRESS electronic Transcript*. Washington, D.C.: America Association of Collegiate Registrars and Admissions Officers (AACRAO), National Center of Education Statistics(NCES), and Council of Chief State School Officers (CCSSO), May 1994.

Educational Research Services. *ERS Report--Job Descriptions in Public Schools*. Arlington, VA: Educational Research Service, Inc., 1984.

Employee Benefit Research Institute. *Fundamentals of Employee Benefit Programs for Education Employees*. Washington, D.C.: National Education Association, 1993.

Francis, Sue, Stephanie Hirsh, and Elizabeth Rowland. "Improving School Culture Through Study Groups." *Journal of Staff Development* 15, no.2 (Spring 1994): 36-39.

Frantzreb, Richard B., ed. *Training and Development Handbook, 1993-1994 Edition*. Englewood Cliffs, NJ: Prentice Hall, 1993.

Gilford, D.M. and Ellen Tenenbaum, ed. *Precollege Science and Mathematics Teachers: Monitoring Supply, Demand and Quality*. Washington, D.C.: National Academy Press, 1990.

Guskey, Thomas R. and Dennis Sparks. "What to Consider When Evaluating Staff Development." *Educational Leadership* 49, no.3 (November 1991): 73-76.

Hockett, Charles. *A Course in Modern Linguistics*. New York, NY: McMillan, 1958.

McLagan, Patricia A. *The Models: Models for HRD Practice.* Alexandria, VA: American Society for Training and Development, 1989.

National Association of State Directors of Teacher Education and Certification (NASDTEC). *Manual on Certification and Preparation of Educational Personnel in the United States, 1994-1995.* 2d ed. Dubuque, IA: Kendall/Hunt Publishing Company, 1994.

National Center for Education Information. *Alternative Teacher Certification: A State-by-State Analysis.* Washington, D.C.: National Center for Education Information, 1991.

National Center for Education Information. *Profile of Teachers in the U.S.-1990.* Washington, D.C.: National Center for Education Information, 1990.

National Center for Higher Education Management Systems (NCHEMS). *A Handbook on Human Resources Record-Keeping and Analysis.* (Draft October 1992).

National Education Association. *The Status of the American Public School Teacher.* Washington, D.C.: National Education Association, Spring 1991.

Reynolds, Angus. *The Trainer's Dictionary: HRD Terms, Acronyms, Initials, and Abbreviations.* Amherst, MA: Human Resource Development Press, 1993.

Smith-Peters, Lise, ed. *The Directory of Professional and Occupational Regulation in the United States and Canada.* Lexington, KY: The Council on Licensure, Enforcement and Regulation, 1994.

Sparks, Dennis. *A Paradigm Shift in Staff Development.* Unpublished: National Staff Development Council, (no date).

Tracey, William R. *The Human Resources Glossary: A Complete Desk Reference for HR Professionals.* New York, NY: AMACOM (a division of American Management Association), 1991.

U.S. Department of Defense, Office of the Assistant Secretary for Defense For Reserve Affairs. *The Reserve Components of the United States Armed Forces.* Washington, D.C.: U.S. Government Printing Office, June 1992.

U.S. Department of Education, National Center for Education Statistics. *1994 Student Data Handbook: Elementary, Secondary and Early Childhood Education.* Washington, D.C.: U.S. Government Printing Office, June 1994.

U.S. Department of Education, National Center for Education Statistics. *A Standard National Course Classification System.* (Draft January 1993).

U.S. Department of Education, National Center for Education Statistics. *Classification of Instructional Programs.* 1990 ed. Washington, D.C.: U.S. Government Printing Office, August 1991.

U.S. Department of Education, National Center for Education Statistics. *Financial Accounting for Local and State School Systems 1990 (Handbook 2R^2).* Washington, D.C.: U.S. Government Printing Office, July 1990.

U.S. Department of Education, National Center for Education Statistics. *National Education Longitudinal Study of 1988 (NELS:88) User's Manual.* Washington, D.C.: U.S. Government Printing Office, May 1992.

U.S. Department of Education, Office of Special Education Programs(OSEP). *OSEP Data Dictionary.* Rockville, MD: Westat, Inc., March 1994.

U.S. Department of Health, Education and Welfare. *Classifications and Standard Terminology for Local and State School Systems (revision of Handbook IV).* Washington, D.C.: U.S. Government Printing Office, 1974.

U.S. Department of Health, Education and Welfare. *The State Education Agency (Handbook VII).* Washington, D.C.: U.S. Government Printing Office, 1974.

U.S. Department of Labor. *Occupational Employment Statistics: 1994 Survey of Balance of Non-Manufacturing Industries --OES Structure.* Washington, D.C.: U.S. Department of Labor, March 1993.

U.S. Department of Labor. *Occupational Employment Statistics: Dictionary of Occupations 1988-1994.* Washington, D.C.: U.S. Department of Labor, March 1993.

U.S. Postal Service. *The United States Zip Code and Post Office Directory.* Washington, D.C.: U.S. Government Printing Office, 1993.

Voglin and Voglin. *Classification of World Languages.* New York: North Holland Inc., 1978.

Westat, Inc. and U.S. Department of Education, National Center for Education Statistics. *Standards for Education Data Collection and Reporting (SEDCAR).* Washington, D.C.: U.S. Government Printing Office, December 1991.

Wood, Fred H. and Steven R. Thompson. "Assumptions About Staff Development Based on Research and Best Practice." *Journal of Staff Development* 14, no.4 (Fall 1993): 52-57.

Surveys:

The American Freshman, 1993

Higher Education Research Institute
Graduate School of Education
University of California
405 Hilgard Avenue
Los Angeles, CA 90024-1521

Common Core of Data (CCD) 1992-93

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5651

Current Population Survey, March 1993
March 1992 Income Supplement
October 1991 School Enrollment Supplement

Current Population Survey Branch
Demographic Surveys Division
Bureau of the Census
Washington, D.C. 20233

Sources

High School and Beyond (HS&B), 1982 & 1984

National Center for Education Statistics
Postsecondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208

Integrated Postsecondary Education Data System (IPEDS), Fall 1991

National Center for Education Statistics
Postsecondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5652

Longitudinal Study of American Youth
Science Teacher Questionnaire
Mathematics Teacher Questionnaire

Northern Illinois University
Longitudinal Study of American Youth
Dekalb, Illinois 60115-2854

National Assessment of Educational Progress (NAEP)
Grade 4 Teacher Questionnaire 1991-92
Grade 8 Mathematics Teacher Questionnaire 1991-92
Grade 8 Science Teacher Questionnaire 1989-90

National Center for Education Statistics
Education Assessment Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5653

National Education Longitudinal Study of 1988 (NELS-88)

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5651

Private School Survey (PSS), 1991-92

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5651

Schools and Staffing Survey (SASS), 1990-91
Teacher Follow-up Survey (TFS), 1991-92

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5651

Survey of 1989-90 College Graduates, 1991

National Center for Education Statistics
Postsecondary Education Statistics Division
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-5652

Forms/Policy Documents/Brochures/Handouts:

Bureau of the Census. *Complete Language Code List.* Unpublished, 1980.

District of Columbia Public Schools
  Chapters/sections of the *District of Columbia Municipal Regulations (DCMR), Title 5: Board of Education*, and the corollary *Superintendent's Directives*.

Equal Employment Opportunity Commission
  Elementary-Secondary Staff Information (Form EEO-5), May 1990.
  The Americans With Disabilities Act: Your Responsibilities as an Employer (Brochure EEOC-BK-17), 1991.
  The Americans With Disabilities Act: Your Employment Rights as an Individual With a Disability (Brochure EEOC-BK-18), 1991.

Equal Employment Opportunity Commission & U.S. Department of Justice, Civil Rights Division
  The American With Disabilities Act Questions and Answers, 1991.

Fairfax County Public Schools, Virginia
  Approved Definition of Terms for the Department of Personnel Services, (no date).
  Personnel Action Codes, January 1993.

Iowa State Department of Education
  Basic Educational Data Survey (BEDS), 1992-93 School Year.
  Public School Instructions for Completing the Fall BEDS, Building Data, 1992-1993.
  Public School Instructions for Completing the Fall BEDS, District Data, 1992-1993.
  Summer Basic Educational Data Survey, 1992-93.

Los Angeles Unified School District, California
  Information Technology Division. *Annual School Program Survey, Fall 1992 -*
    Form 1 - Elementary Teacher Report
    Form 2 - Secondary Certificated Personnel Report
    Form 3 - Principal's Report
    Form 4 - Non-teaching Administrators and Elementary Resource Personnel Report

Maryland State Department of Education

Staff Data System Specifications Manual, (no date).

Michigan State Department of Education

Freedom of Information Act of 1976.

Pupil Transportation Program. *School Bus Driver Personnel Report (Form SM-4515-A)*, October 1992.

Pupil Transportation Program. *School Bus Driver Personnel Roster (Form SM-4515)*, July 1991.

Revised Administrative Rules for Special Education, January 1991.

Teacher Preparation and Certification Services. *Register of Professional Personnel (Form TE-4142)*, April 1984.

Teacher Preparation and Certification Services. *L.E.A. and I.S.D. -- Michigan Public School Certificated Teacher Lay-off Report (Form TE-4636)*, January 1992.

Minnesota State Department of Education

Instructions, Terminology, and Codes For Reporting Elementary and Secondary Professional Staff, 1992-93.

Licensed School Personnel Record (Form ED-00255-03), (no date).

Montgomery County Schools, Maryland

Administrative Supervisory Employment Application (Form 460-18), June 1991.

Application for Advertised Position (Form 446-6), October 1989.

Budgeted Position Transaction Instructions (Form 425-21), July 1988.

Certification Requirements - Substitute Teachers (Form 440-31), October 1984.

Change in Personal Information (Form 445-1), August 1992.

Continued Employment Data Verification (Form 447-10A), February 1988.

Continued Substitute Employment Data Verification (Form 447-10), April 1990.

Employment Application (Form 460-27), January 1991.

Information and Instructions for Newly Employed Professional Personnel (Form 460-35), May 1979.

Post Employment Data (Form 446-11), March 1988.

Record of Forms and Documents Required of Newly Employed Personnel (Form 460-31), July 1991.

Release of Information Concerning Pupils and Employees and Distribution of Rosters and Directories (Regulation EGI-RA), May 1988.

Request for Advanced Salary Placement (Form 475-1), July 1992.

Request for Temporary Employment (Form 460-2), November 1992.

Request to Amend Position Classification Reference Record (Form 430-81), July 1992.

Retirement Information Form 430-46, March 1992.

Special Education Applicant Supplementary Information Form (Form 460-42), May 1978.

Temporary Substitute Assignment Transaction Instructions (Form 425-23), March 1988.

Verification of Employment (Form 460-29), September 1984.

Voluntary Transfer Request, 1992.

National Education Association

Q & A: The Future of Teacher Credentialing (Brochure), (no date).

State Licensure and National Certification: The Teaching Profession's Right and Responsibility (Brochure), (no date).

Nebraska State Department of Education

Annual Statistical Summary (Instruction Manual and Form 02-002), March 1992.

Appendix D: Course Codes and Clearing Endorsements, December 1991.

Curriculum Report (Instruction Manual and Form NDE 02-015), December 1991.

Fall Personnel Report (Instruction Manual and Form NDE 02-014), June 1992.

Fall School District Membership Report (Class I) (Instruction Manual and Form NDE 02-016), September 1992.
Fall School District Membership Report (Instruction Manual and Form NDE 02-017), August 1991.
Intermediate Education Agency Annual Statistical Summary (Instruction Manual and Form NDE 02-002.1), March 1992.
Intermediate Education Agency Fall Personnel Report (Instruction Manual and Form NDE 02-014.1), June 1992.

New Hampshire State Department of Education, Bureau of Teacher Education and Professional Standards
Application for Certification (Form), (no date).

New York State Education Department
Basic Educational Data System: 1991-92 Administration Manual, Educational Personnel Data Form - Non-teaching staff, Fall 1991.
Basic Educational Data System: 1991-92 Administration Manual, Educational Personnel Data Form - Teachers, Fall 1991.
Basic Educational Data System: Assignment Codes for Nonteaching Professional Staff, Fall 1991.
Basic Educational Data System: Assignment Codes for Teachers, Fall 1991.
Basic Educational Data System: Educational Personnel Data Form - Non-teaching staff, October 1991.
Basic Educational Data System: Educational Personnel Data Form - Teachers, October 1991.
Basic Educational Data System: School Data Form, Fall 1991.
Basic Educational Data System: School District Summary Form, Fall 1991.
Operating Policy Concerning Information Contained in the Personnel File of the Basic Educational Data System, January 1968.

North Carolina State Department of Public Instruction
Division of Teacher Education Services. *Application for Initial Certification*, May 1988.
North Carolina Public School Personnel Placement Form, (no date).

North East Independent School District, San Antonio, Texas
1991-92 Summary Report: Academic Excellence Indicator System
Salary Handbook, 1992-1993.

Pennsylvania Department of Education
Basic Educational Personnel System (Form PDE-5018), February 1992.
Basic Education Personnel System Instruction Manual, 1992.
Bureau of Special Education. *School-Age Data Dictionary 1992-93*, September 1992.
Private and Nonpublic School Enrollment Report (Form PDE-4036), February 1992.
Public School Support Personnel 1992-1993, (Form PDE-5019), April 1992.

South Carolina Department of Education
(General Instructions for Completing and Form SDE 80-405-13 for) the BEDS Questionnaire for District Superintendents, 1992-93, (obsolete June 30, 1997).
(Instructions for Completing and Form SDE 80-432-08 for) the BEDS Questionnaire for Directors of Occupational Education Centers, 1992-1993, (obsolete June 30, 1997).
(Instructions for Completing and Form SDE 80-430-10 for) the BEDS Questionnaire for Principals of Elementary and Middle Schools, 1992-1993, (no date).
Area Occupational Center Standards Checklist, (no date).
Basic Educational Data System (BEDS) Personnel Questionnaire Instruction Manual.

BEDS Personnel Questionnaire (Form SDE 80-428-01), (no date).

Board of Trustees, Superintendent and District Operations Standards Checklist, (no date).

Certification of Standards Compliance for Schools and Districts (Form SDE 28-060-00), (obsolete June 30, 1994).

Elementary Schools Standards Checklist, (no date).

Instructions for Completing the BEDS Questionnaire for Principals of Secondary Schools, 1992-1993, (obsolete June 30, 1997).

Middle Schools Standards Checklist, (no date).

Secondary Schools Standards Checklist, (no date).

Superintendent's Certification of BEDS Package, 1992-1993 (Form SDE 80-407-06), (obsolete June 30, 1995).

Tennessee State Department of Education

Goals and Objectives of the 21st Century Challenge Plan, (Draft November 1990).

Master Plan for Tennessee Schools--Preparing for the Twenty-First Century, November 1990.

U.S. Department of Education, National Center for Education Statistics

Schools and Staffing Survey (SASS), 1990-1991.

Teacher Followup Survey, 1990-1991.

U.S. Department of Education, Office of Special Education Programs(OSEP)

(Instructions and Forms for Report of) Number and Type of Personnel Employed and Contracted and Additional Personnel Needed to Provide Early Intervention Services for Infants and Toddlers and their Families in Accord with Part H, 1992-93.

(Instructions and Forms for Report of) Personnel Employed and Needed to Provide Special Education and Related Services for Children and Youth with Disabilities, December 1993.

U.S. Department of Justice, Immigration and Naturalization Service

Employment Eligibility Verification (Form I-9), November 1991.

U.S. Department of Labor

EEOC Occupational Assignment Classifications Analysis, December 1993.

Occupational Employment Report for Educational Services (Form 182-0), 1992.

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)

Form No.200, 1993.

Virginia State Department of Education

Annual Report of Professional, Administrative, Supervisory, and Service Personnel, 1992-93 (General instructions), August 1992.

Revised Record Formats and Definitions (Handouts), August 1992.

Specifications for the Fall Membership File Layout (Handouts), August 1992.

Teacher's Daily Assignment Report (Form No. UG.001), July 1984.

Washington State Department of Public Instruction

Instructions for Completing Certificated Personnel Report (Form S0275) for the 1992-93 School Year for School Districts and Educational Service Districts, September 1992.

Instructions for Completing Classified Personnel Report (Form S-277) for the 1992-93 School Year for School Districts and Educational Service Districts, September 1992.

GLOSSARY OF SELECTED STAFF-RELATED TERMS

This section contains definitions of terms and concepts used in this handbook or otherwise related to staff information.

A

Accountability--The capability and the responsibility to account for the expenditure of money and the commitment of other resources in terms of the results achieved. This involves both the management of money, staff and other resources and the evaluation of achievement in relation to specific goals.

Accounting--The procedure of maintaining systematic records of happenings, occurrences, and events relating to persons, objects, or money and summarizing, analyzing, and interpreting the results of such records. See also Accounting System.

Accounting System--The structure and procedures used to record, retrieve, and report information on the operations of an organizational unit, or any classifying of its funds, balanced account groups, and organizational components. See also Accounting.

Accrediting Agencies--Agencies that establish operating standards for professional or educational institutions or programs, determine the extent to which the standards are met, and publicly announce their findings.

Acting--Temporary assignment of an employee to a position while the position is vacant, or while the incumbent is on authorized leave or special assignment. Acting assignments normally do not exceed beyond one year unless approved by the chief executive officer.

Active Class--A group of positions or a single position that are/is sufficiently similar as to kind or subject matter of work, level of difficulty and responsibility, qualifications, and requirements to: 1) warrant the use of the same title; 2) be defined by the same specification; 3) be assigned the same position code; and 4) be assigned to the same salary schedule group, e.g., teacher scale, S-scale, etc.

Additional Duty--An extra duty assigned to an employee for which he/she receives additional pay.

Additional Position--An employee changes the percent of his present position to accept an additional position - total percent does not change.

Additional Salary Scale Adjustment--A salary scale adjustment is provided to eligible employees after the yearly salary increases is granted. An additional cost-of-living or market scale adjustment would be considered this type of action.

Administrative Action--Any action which results in the general regulation, direction, or control of the affairs of an organizational unit.

Administrative Unit--A geographic area which is under the control of a board of education and/or is supervised by one or more administrative offices.

Adult School--A separately organized school providing instruction for adults and youth beyond the age of compulsory school attendance.

Age--Age at last birthday on or prior to a specified date. Age may also be recorded and reported by years and months as of a specific date, or by birth date. Age may be verified by a document such as a birth certificate, parent's affidavit, hospital certificate, age certificate, entry in family Bible, baptismal certificate, passport, or previously verified school record.

Americans With Disabilities Act (ADA)--Public Law 101-336 which prohibits discrimination against individuals with disabilities as regards to employment, public accommodations and certain public services.

Annual Increment (Step Increase)--A merit increment (one step) established in the compensation plan which may be granted to an employee by the department head after the completion of the appropriate year(s) of service that meet or exceed(s) the standards established for satisfactory performance. See Step.

Annual Salary Scale Adjustment--A salary scale adjustment (normally referred to as a cost-of-living adjustment or COLA) provided to eligible employees annually to attempt to offset inflationary increases in the economy.

Applicant--A person seeking employment with an organization. Applicants may be external (not currently employed by the institution) or internal (currently employed by the institution and seeking another position).

Appointing Authority--An individual or board having the responsibilities of employment, assignment, and placement of personnel in positions. See Appointment.

Appointment--An offer to, and acceptance by, a candidate of a specific position. Categories of appointments are Regular Appointment, Career Ladder Appointment, and Special Appointment.

Apprentice--An individual who is learning a recognized occupation in accordance with a written apprentice-training contract between the worker and his or her employer or employers which provides for a given period of planned work experience through employment on-the-job, supplemented by appropriate related instruction, and with other specified provisions of the arrangement.

Assignment--A specific group of activities for which a staff member has been given responsibility.

Assistive Technology Device--Any item, piece of equipment, product or system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Associate's Degree--A degree commonly conferred upon the successful completion of a two year postsecondary program of studies.

Associate in Applied Science Degree--A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of general education, electives, and a major concentration in a chosen technical, semiprofessional, or professional area of study.

Associate in Arts Degree--A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed essentially of courses in the liberal arts.

Associate in Science Degree--A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of courses in the liberal arts and sciences.

Attendance--A term referring to a staff member being present where he or she is assigned.

Audio Materials--Materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Audiovisual Materials--Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

Avocational Programs--Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, nor result in occupationally specific skills.

B

Bachelor's Degree--An award that normally requires at least four, but not more than 5 five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five year Cooperative (Work-Study Plan) Program. Also includes bachelor's degrees in which the normal four years of work are completed in three years.

Behavior Disorder--A broad term that describes a behavior abnormality believed not to be associated with specific organic causes or symptoms. In general, the term is used for abnormalities that affect general and social adjustment, such as drug use, antisocial behavior, and criminal actions (behavior) or "antisocial and/or criminal behavior."

Beneficiary--An individual identified to receive the income or inheritance from an insurance policy, trust or will.

Biweekly Paid Employee--Employees paid on a biweekly basis.

Boarding School--See Residential School.

Board of Education--The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and non-public institutions and school systems. See Public Board of Education.

Business Day--Calendar days exclusive of Saturdays, Sundays, and legal holidays.

C

Candidate--An applicant who is eligible for placement if appointed to a position.

Career Ladder--Progress through a non-competitive system allowing for movement from one grade-level to a higher one based on predetermined requirements which an employee must satisfy to achieve the higher/next higher level.

Case History--The information that has been recorded about an individual, family, group, or community. The term is most often used in social work agencies, and in sociological, medical, and psychiatric studies.

Case Load--The number of students for whom a professional staff member is responsible for providing special educational services.

Chapter 1 Program--Instructional and support services offered to children who are: 1) educationally disadvantaged; 2) neglected or delinquent; 3) migrant; or 4) participating in a school-wide Chapter 1 project. Chapter 1 services must supplement, not supplant, those services normally provided with state and local education agency funds.

Certificate--A written or printed statement by which a fact is formally or officially certified or attested.

Church-Related School--A school associated with a religious or church organization. Also referred to as private, religiously-affiliated school. See also Private religiously-affiliated school.

Civic Activities--School-related activities such as parent-teacher association meetings and non-school-related civic activities such as public forums, lectures, and civic defense planning usually connected with school services.

Class--A group of students assigned to one or more teachers or other staff members (or otherwise organized for instruction via a different medium) for a given period of time for instruction or other activity. This includes cross-age groupings. Classes that share space should be counted as separate classes if they function as separate units for more than 50 percent of the time.

Class Size--The membership of a class as of a given date.

Clock-hour--The designation given approximately 60 minutes of class work or instruction. This may include time for passing from one class to another. See also Contact Hour.

Cocurricular Activity--An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

COLA--See Cost-of-Living Adjustment or Salary Scale Adjustment.

Community/Junior College--An institution of higher education which usually offers the first two years of college instruction and career education, grants an associate's degree, and does not grant a bachelor's degree. It is either separately organized institution (public or non-public) or an institution which is part of a public school system or a system of junior colleges. Offerings include transfer, occupational, and/or general studies programs at the postsecondary instructional level and may also include adult education programs.

Community School--An elementary, secondary, and/or adult/continuing education organizational arrangement (or institution), operated by a local board of public education, in which instruction and other activities are intended to be relevant and applicable to the needs of all or most segments of the total population of the community served.

Community Service Education--A term frequently used synonymously with the term "Adult/Continuing Education." This term reflects the efforts of community colleges and other institutions or agencies to extend their resources (e.g., facilities, personnel, and expertise) into the community through programs of non-credit, educational, avocational, or recreational courses, seminars, conferences, workshops, and other events utilizing any applicable facility or locale.

Community Services--Services, other than public school and adult education functions, provided by a school or system for purposes relating to the community as a whole or some segment of the community. These include such services as community recreation programs, civic activities, public libraries, programs of custody and care of children, community welfare activities, and services for non-public school pupils provided by the public schools on a continuing basis.

Compensation--The standard rates of pay which have been established for the respective class of work, as set forth in the compensation plan.

Compensation Plan--The plan or scale which defines the salaries to be paid to a specific group of employees.

Competitive Promotion--A promotion based on a competitive examination or evaluation leading to an appointment to a position based on the highest ratings.

Comprehensive High School--A secondary school with a number of departments (e.g., academic, industrial, business, and vocational) offering a diversified program which meets the needs of students with varying interests and abilities.

Contact Hour--A unit of measure that represents an hour of scheduled instruction given to students. See also Clock-hour.

Continuing Professional Education--Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study.

Contract Days--The number of work days authorized for a position during the fiscal year.

Contracted Services--Services rendered by personnel who are not on the payroll of a school or system, and are contracted to perform specific duties or to complete specific projects.

Cooperative Program (Work-Study Plan)--Provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies.

Corrective Institution--An institution to which children and/or youth are committed for the correction of inappropriate patterns of social behavior. See Institution for Delinquent Children.

Cost-of-Living Adjustment (COLA)--the commonly used term for a School Board approved salary scale adjustment.

Course--The organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g. a semester or two-week workshop).

Credential--The document issued to a staff member by the state (or agency or organization authorized by the state) authorizing the holder to perform services for the school or system. "Certificate," "license," or "permit" are examples of terms frequently used interchangeably with "credential."

Credentialing Organization--An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.

Credit--A unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie Units," "credits," "semester credit hours," and "quarter credit hours."

Credit Course--A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. See also Credit.

Credit Hour--A unit of measure representing an hour (or 50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. See also Credit.

Crosswalk--In data processing, a procedure by which codes used for data in one data base are translated into the codes of another data base making it possible to relate information between or among data bases.

Curriculum--The planned interaction of students with instructional content, instructional resources, and instructional processes for the attainment of educational objectives.

Curtailed Session--A school session with less than the number of hours of instruction recommended by the state education agency.

D

Day Care--See Early Childhood Care and Education

Day School--A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Day in Session--A day on which the school is open and students are under the guidance and direction of teachers in the teaching process. On some days the school plant itself may be closed and the student body as a whole engaged in school activities outside the school plant under the guidance and direction of teachers. Such days should be considered as days in session. Days on which the school is closed for reasons such as holidays, teachers' institutes, and inclement weather should not be considered as days in session.

Definition of Duties--The work requirements of a position in terms of activities, complexity, and extent of supervision and responsibility attaching thereto. (Also referred to as tasks, position description, standards and guidelines.)

Degree--A title conferred by a college or university as official recognition for the completion of a program of studies or for other attainment.

Demotion--Changing the grade level of an employee to a lower grade as a result of disciplinary action.

Department--An administrative organizational unit which is headed by an area or assistant director.

Department of Defense Dependents School--An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

De-staff--The movement of an employee from one position or work-site to another due to budget or staffing restraints.

Developmental Delay--Each state determines the definition of this term to be used by that state. The definition must: 1) specify that a child may be determined to be eligible if the child ha a delay in one or more of the following developmental areas: cognitive development, physical development, including vision and hearing, language and speech development, psychosocial development, or self-help skills; 2) designate the levels of functioning , or other criteria, that will be used in determining a child's eligibility as a result of a developmental delay; and 3) describe the procedures the state will use to determine the existence of a developmental delay in each developmental area.

Dialect--Variations within a spoken language which maintain mutual understanding and show some degree of correlation with the social and geographic structure of a society.

Diploma--A formal document certifying the successful completion of a prescribed program of studies.

Disability/EEO--A physical or mental impairment which substantially limits one or more major life activities.

Disabled Person--Any individual who: 1) has a physical or mental impairment that substantially limits one or more of the major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. (Americans with Disabilities Act.)

Disadvantaged Person--Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph. See Disabled Person.

Dismissal--Generic term used to describe termination of employment for cause.

Displaced Laterally--The placement of an employee in a position with no change in paygrade, job group, or salary lane with or without a reduction in the length of the work year or number of work hours.

Displaced Redline--The placement of an employee in a lower job group, paygrade, or salary lane with or without a reduction in the length of the work year or number of work hours with rights to retain the salary held prior to the displacement.

Displacement--Removal of an employee from an active class assignment or position due to reduction-in-force.

Doctoral Degree--The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

Donated (Contributed) Services--Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which their is no charge to the school or system but that would otherwise be provided by employees paid by the school or system.

Double Session Class--Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Dropout--A student who was enrolled in school at some time during the previous school year, but was not enrolled at the beginning of the current school year. He or she has neither graduated from high school nor completed any state- or district-approved educational program and does not meet any of the following exclusionary conditions: 1) transfer to another public school district, private school, or state- or district-approved educational program; 2) temporary absence due to suspension or school-approved illness; or 3) death.

Duties--Tasks assigned to an employee by responsible management authority.

Dyslexia--Impairment of the ability to read despite conventional instruction, adequate intelligence, and sociocultural opportunity.

E

Early Childhood Care and Education--Child care and education from birth to enrollment in kindergarten (or first grade if kindergarten is not available), as provided by a child's parent/guardian. Programs include care and education provided by a parent/guardian; by a relative other than a parent/guardian; by a non-relative in the child's home, in family day care; or in centers (settings other than homes) such as schools, churches, or places of parent/guardian employment.

Education Agency--An administrative agency (e.g. state or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Institution--A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

Educational Media--Any device, content material, method, or experience used for teaching and learning purposes. These include printed and non-printed sensory materials. See also Audio Materials, Audiovisual Materials, and Graphic Materials.

Educational Placement (Service Setting)--The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement.

Educationally Disadvantaged Children--As defined for Federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

EEO--See Equal Employment Opportunity.

Eligible--A person who has successfully met required qualifications necessary to hold a particular position, class of positions, receive a service, or participate in a program.

Eligible List--A listing of individuals qualified to fill a position.

Emergency Administrative Leave, Full-Day--When full-day emergency leave is announced, schools and offices will be closed. No prearranged leave (sick, annual, personal, etc.) will be charged. Under certain conditions and for some groups of employees, the time may have to be made up. If the full day emergency administrative leave is announced so late that some employees have already arrived at their job sites, they will be sent home and compensated in accordance with the Fair Labor Standards Act.

Emergency Administrative Leave, Less-Than-Full-Day (Delayed Opening and Early Closing)--If emergency conditions exist at the beginning of the workday or develop after the workday has begun, employees may be granted less-than-full-day administrative leave. All prearranged leave (sick, annual, personal, etc.) will be charged in its entirety, regardless of the unexpectedly shortened day. No makeup time is required of any employee(s) for less-than-full-day administrative leave under emergency conditions.

Emergency Contact--An individual who is to be notified in the event of an emergency involving a staff member.

Employee Benefit--Any type of compensation: 1) provided in a form other than direct wages; and 2) paid for in part, in kind, or in whole by the employer, even if provided by a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.

Employee Benefit Carrier--An organization or institution that administers benefit plans or services to a staff member.

Employee Benefit Contributor--An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.

Employer--A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.

Employment Permit--A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

Equal Employment Opportunity--Title VII of the 1964 Civil Rights Act provides that all employment decisions should be made without regard to race, national origin, age, sex, religion or handicapping condition(s).

Equipment--Any instrument, machine, apparatus, or set of articles which: 1) retains its original shape and appearance with use; and 2) is nonexpendable (i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.)

Essential Function--A term used in the Americans with Disabilities Act (ADA) which the Equal Employment Opportunity Commission (EEOC) defines as the fundamental job duties of the employment position the individual with a disability holds or desires. This term does not include the marginal functions of a position.

Evaluator--An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.

Evaluation--The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.

Expenditures--Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

Extended-day Session--A school day with separate times for different groups of pupils to start and end their sessions in the same school plant; e.g. high schools juniors and seniors begin their session at 7:30 a.m. and the freshmen and sophomores begin their session at 8:30 a.m., the session for the juniors and seniors ending one hour prior to the time when the session ends for the freshmen and sophomores.

Extended School Day--The part of the calendar day, following the daily session, when school-related activities and recreation are provided students by the school.

Extended Sick Leave--Employment status in which the employee is placed in an extended sick leave code to allow a temporary replacement to be hired and charged to the position.

Extension Work--Instructional activities other than those connected with the instruction of students on the campus. Extension work includes correspondence study, classes for part-time students off the campus or at unusual hours on the campus, and similar instructional arrangements.

External Applicant--An applicant for a position who is not currently employed with an organization or has never been employed by the institution.

Extra-state Jurisdictions--Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

F

Facility--A piece of land, a building site, a building, or part of a building owned by and/or used for activities of an organizational unit such as a school or system.

Fact Finding--A formal step in the grievance or appeal process usually carried out by a neutral party which involves the identification, analysis, and evaluation of issues in dispute and a recommended plan for settlement.

Fair Labor Standards Act (FLSA)--Legislation originally enacted by Congress in 1938 which establishes requirements with respect to minimum wage, overtime compensation, and record keeping.

Field Length--In data processing, the units of space allowed in a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.

Financial Accounting--The recording and reporting of activities and events affecting the money resources of an administrative unit and its program. Specifically, it is concerned with 1) determining what accounting records are to be maintained, how they will be maintained, and the procedures, methods, and forms to be used; 2) recording, classifying, and summarizing activities or events; 3) analyzing and interpreting recorded data; and 4) preparing statements which reflect conditions as of a given date, the results of operations for a specific period, and the evaluation of status and results of operations in terms of established objectives.

First-Professional Degree--A degree that signifies completion of the academic requirements for beginning practice in a given profession, and is based on a program requiring at least two years of college work prior to entrance and a total of at least six academic years of college work to complete the degree program, including both prior-required college work and the professional program itself. First-professional degrees are awarded in fields such as dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathic medicine (D.O.), podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.),veterinary medicine (D.V.M.), general law (LL.B. or J.D.), and general theological professions (B.D., M.Div., Rabbi, or other first-professional degree).

Fiscal Period--Any period at the end of which an agency determines its financial condition, the results of its operations, and closes its books. It is usually a year, although not necessarily a calendar year. The most common fiscal period for schools and systems is from July 1 through June 30.

Fiscal Services--Activities involved with managing and conducting the fiscal operation of an organization. This includes budgeting, receiving and disbursing, financial accounting, payroll, internal auditing, and purchasing.

Fixed Assets--Land, buildings, machinery, furniture, and other equipment which the school or system intends to hold or continue to use over a long period of time. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FLSA--See Fair Labor Standards Act.

Food Services--Activities involved with the food services program of the school or system. This includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and delivery of food.
Fringe Benefits Expenditures--Cash contributions in the form of supplementary or deferred compensation, other than salary. This term excludes the employee's contribution.

Full-day Session--A school session which contains at least the minimum number of hours recommended by the state education agency for a full day of attendance in a given elementary or secondary grade other than kindergarten or prekindergarten.

Full-time Employee--An employee who works an established number of contract/work days per year for a full day (100% of the time required for the position).

G

General Educational Development (GED) Test--See Tests of General Educational Development.

Graduate--An individual who has received formal recognition for the successful completion of a prescribed program of studies.

Grandfathered--A benefit plan by which an individual maintains the right to receive benefits, income, or other treatment by an employer that was appropriate when he/she was hired, but which has subsequently been changed for more recently hired employees.

Graphic Materials--Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints.

Grievance--A difference or dispute between an employee and the school board or its supervisory representatives with respect to the applications of the school board's policies, rules, and regulations as they affect the work activity of such employees. The grievance shall not refer to any matter on which the school board is without authority to act.

H

Half-day Session--A school session which contains the minimum number of hours recommended by many state education agencies for kindergarten or prekindergarten instruction, when the length of this session approximates half the number of hours recommended for a full-day session in other elementary grades. Kindergarten and prekindergarten students attending a half-day session are in membership for the full day. However, for purposes of obtaining statistical comparability only, ratios involving these students are computed as though they were in membership for a half day. See Full-day session.

High School Diploma--A formal document certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type such as an academic diploma, a general diploma, or a vocational diploma.

High School Equivalency Examination--An examination, approved by a state department of education or other authorized agency, intended to provide an appraisal of the student's achievement or performance in the broad subject-matter areas usually required for high school graduation. The Tests of General Educational Development (GED) are the most widely recognized high school equivalency examination. See Tests of General Educational Development (GED).

High School Post Graduate--A student who, after graduating from high school (grade 12) or completing a high school equivalency credential, enters or continues attending a secondary school for additional school work or preparation. Also known as Grade 13.

Hold on Step--Placing a hold on an employee's step increase so that it will not be automatically increased.

Home Study--A method of instruction designed for students who live at a distance from the teaching institution. Instructional materials, in structured units of information, are provided to the student through various media. Students are assigned exercises for practice, and examinations to measure achievement, which are to be submitted to the teaching institution for evaluation, grade assignment, and the earning of credit.

Homebound Student--A student who is unable to attend classes and for whom instruction is provided at home by a teacher.

Homeroom--The room or other space where a school staff member meets with a group of students during their homeroom period. See Homeroom Period.

Homeroom Period--A portion of a daily session, in a departmentalized or semi-departmentalized instructional organization, during which a teacher and a group of students meet primarily for purposes of checking attendance, making announcements, and attending to other administrative details. See also Homeroom.

Hospital Instruction--Formal instruction provided in a hospital, sanatorium, or convalescent home.

Hourly Paid Employee--Those employees hired with no specific number of contracted work days. These employees are hired to work on an "as needed" basis and receive no employee benefits.

Hourly Rate of Pay--The rate of hourly payment stipulated in the salary scale from which the employee is paid.

Hours Change--Change in the number of hours an employee works each day/week with no change in employment status.

I

IDEA--Individuals with Disabilities Education Act. Public Law (P.L.) 101-476. (Formerly called Education of the Handicapped Act P.L. 91-230.)

Immediate Family--An individual's family unit including his or her son, daughter, mother, father, brother, sister, and other close relatives by blood, adoption, or marriage.

Immediate Supervisor--An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.

Incomplete High School--A secondary school which offers less than four full years of work beyond grade eight in a school system that is organized in such a manner that grades kindergarten and first through eighth constitute the elementary grades. This is sometimes called a "truncated high school."

Increments, Annual--An annual salary (step) increase for a qualified individuals who have met job and time in grade requirements.

Increments, Longevity--An increase in compensation established in the compensation plan as a reward for length of service.

Incumbent--An individual who currently occupies a position.

Independent American Overseas School--An elementary or secondary school located outside the United States and its outlying areas which: 1) follows basically a U.S.-type curriculum, 2) uses English as the primary language of instruction, and 3) has a large proportion of U.S. citizens in its student body and staff.

Individualized Education Program (IEP)--A written instructional plan for students with disabilities designated as special education students under the *Individuals With Disabilities Act* (IDEA-Part B) which includes: 1) a statement of present levels of educational performance of a child; 2) a statement of annual goals including short-term instructional objectives; 3) a statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs; 4) a projected date for initiation and anticipated duration of services; and 5) appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Individualized Family Service Plan (IFSP)--A written plan for providing early intervention services to a child (and his or her family) eligible under the *Individuals With Disabilities Act* (IDEA-Part B)

Individualized Learning Program (ILP)--An instructional plan tailored for an individual student that serves as a framework for achieving both instructional requirements and personal objectives.

Infants and Toddlers with Disabilities--Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, language and speech development, psychosocial development, or self-help skills and 2) have a diagnosed physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided. (Individuals with Disabilities Education Act.)

Institution for Delinquent Children--As defined for Federal compensatory education programs, a public or private nonprofit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed.

Institution for Neglected Children--As defined for Federal compensatory education programs, a public or private nonprofit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents.

Instruction--The activities dealing directly with students and/or with improving the quality of student learning. Instruction may be provided for pupils in a school classroom, in another location such as a home or hospital, and other learning situations such as those involving cocurricular activities; it may also be provided through some other approved medium such as television, radio, telephone, and correspondence.

Instruction by Correspondence--Approved instruction, usually received by the student outside the school plant, which provides for the systematic exchange between teacher and student of materials sent by mail.

Instructional Level--An indication of the general nature and difficulty of instruction provided throughout a course.

Insurance--A system of protecting loss in which a number of individuals agree to pay certain sums periodically for a guarantee that they will be compensated under stipulated conditions for any specified loss by fire, accident, death, illness, etc.

Intermediate Administrative Unit--An administrative unit smaller than the state which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

Internal Applicant--A current employee who is are seeking, through the application process, a change in position within an organization.

J-K

Job-Entry Level of Employment--A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

Junior College--A postsecondary institution which offers the first two years of college instruction, frequently confers an associate's degree, and does not confer a bachelor's degree. The term "junior college" is often used interchangeably with the term "community college." See also Community/Junior College.

L

Laboratory--A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

Laboratory, Model, or Practice School--An elementary or secondary school run by an institution of higher education. Its primary purpose is provide clinical experience in a controlled setting to prospective teachers attending the college or university.

Layoff--Separation of an employee from a position to which he or she was appointed as a result of abolition of a position, lack of work, or lack of funds; the employee may have recall rights for a certain period of time under certain conditions.

Leave of Absence (LOA)--A pre-approved absence for an extended length of time allowed by policy and regulation.

Library--An organized collection of printed, microform, and audiovisual materials which: 1) is administered as one or more units; 2) is located in one or more designated places; and 3) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and faculty. This includes units meeting the above definition which are part of a learning resource center.

Limited English Proficient (LEP) Student--An individual who has a language background other than English, and whose proficiency in English is such that the probability of his or her success in an English-only environment is below that of a successful peer with an English language background.

LOA--See Leave of Absence

Local Education Agency (LEA)--A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

Longevity Increments--An increase in compensation established in the compensation plan as a reward for length of service.

M

Major--A concentration of semester hours of college credit representing major specialization in a field of study. The number of college credits constituting a major is usually specified in state certification requirements.

Major Duty--Any duty or responsibility, or group of closely related duties or responsibilities, of a position which: 1) occupies a significant amount of the employee's time (15% or more); 2) is a distinguishing characteristic; and (3) is considered essential to the position and includes fundamental tasks of the position.

Marginal Function (ADA)--Any duty or task of a job position not considered fundamental (i.e., not essential).

Master's Degree--An award that requires the successful completion of a program of study of at least the full-time equivalent of one, but not more than two academic years of work after a bachelor's degree.

Matai Name--In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

Maximum Class Size--The maximum number of students allowed in class before another staff member must be hired.

Measure--A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.

Membership--The period of time a student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Mentor--An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.

Migrant Education Program--A program of instruction and service for those students who move periodically with their families from one school district to another in order that the student and/or a parent/guardian or other member of the immediate family may secure seasonal employment.

Migratory Worker--An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his family, for the purpose of such employment.

Minimum Permissible Class Size--The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

Minimum Wage--The minimum hourly wage to be paid to employees as designated by the U.S. Department of Labor.

Minor--A concentration of semester hours or quarter hours of college credit representing a specialization (but not major specialization) in a field of study. The number of college credits constituting a minor is usually specified in state certification requirements.

Minor Duty--Any duty or responsibility, or group of closely related duties or responsibilities of a position which occupies less than 15% of an employee's time, but is considered essential to the position unless otherwise indicated on a position description.

Monitoring System--A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of imputing or retrieving information from data files.

Monthly Paid Employee--Any designated employee who is paid once a month.

N

Negative Time and Attendance--A method of collecting time and attendance information which requires reporting only the time that an employee is absent from work.

Non-credit Course--A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. See also Credit.

Non-educational Institution--A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.

Non-district School or Facility--A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.

Non-graded Class--See Ungraded Class.

Non-renewal--Action by an employer in which a contract for the succeeding year is not offered to an employee currently in a probationary status.

No Year Level--In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

O

Occupational Program--An instructional program or course of study consisting of a sequence of related courses designed to provide a student with sufficient knowledge and skills to perform in a specific occupation.

Occupationally-specific Program--An instructional program or course of study, below the bachelor's level, designed to prepare individuals with skills and training required for employment in a specific trade, occupation, or occupational area in a related occupational field.

Operational Unit--A separately budgeted subdivision of an organization established to carry out a major objective or group of objectives, such as a school, a transportation unit, or an athletic department.

Organizational Chart--A two-dimensional graphic display showing the interrelationships of positions and functions within an organization.

Organizational Membership--An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.

Outlying Areas--See Extra-state Jurisdictions

Overfill--The appointment or assignment of an individual to a position at a grade level higher than that authorized for the position.

Overstaff--A condition which exists when the number of full-time employees and/or full-time equivalent employees in an organizational unit exceed the number of authorized positions; an employee is assigned to an unauthorized position by exception.

Overtime Eligibility Change--An indication of an employee who was eligible for overtime compensation in a position, and is moved to one in which he/she is not eligible for overtime, or vice versa.

Overtime Pay--Compensation paid to an eligible employee for work performed in excess of the established number of hours an employee is expected to work over a given period of time (e.g. 35 or 40 hours per week). One of the most common ways to compute overtime pay rate is 1 and 1/2 times the regular rate of pay for eligible employees.

P

Part-time Employee--An employee who works an established number of contract/work days per year for less than a full day.

Pension System--A free retirement plan whereby persons leaving service in an organizational unit such as a school or system because of age, disability, or length of service receive payments from funds to which they have not contributed. Payments may be either in a lump sum or in the form of an annuity.

Performance Evaluation System--An evaluation procedure which provides for systematic communication (both oral and written) between the supervisor and employee outlining expectations and training to fulfill job responsibilities as they relate to established written standards for the employee's position, as prescribed by the regulation.

Permanent Position--A position authorized by the school board without intent of limitation unless so stipulated by the school board.

Personal Record--A record of an employee (computerized or paper) which contains personal information (i.e. address, birthday, etc.) provided by the employee for use by the employer for personnel or payroll determinations.

Position Description (PD)--An official written statement of the major duties, responsibilities, and supervisory relationships of a position.

Positive Time and Attendance--A method of collecting time and attendance information which requires reporting either absence or attendance for each work day for each employee.

Post-Baccalaureate Certificate--An award that requires completion of an organized program of study requiring 18 semester credit hours beyond the bachelor's; designed for person's who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

Post-Master's Certificate--An award that requires completion of an organized program of study of 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

Postsecondary Award, Certificate, or Diploma (At least one, but less than two academic years)--Requires completion of an organized program of study at the postsecondary level in at least one year, but less than two full-time equivalent academic years, or designed for completion in at least 30, but less than 60 credit hours, or in at least 900, but less than 1,800 contact hours.

Postsecondary Award, Certificate, or Diploma (At least two, but less than four academic years)--Requires completion of an organized program of study at the postsecondary level in at least two, but less than four full-time equivalent academic years, or designed for completion in at least 60, but less than 120 credit hours, or in at least 1,800, but not more than 3,600 contact hours.

Postsecondary Award, Certificate, or Diploma (Less than one academic year)--Requires completion of an organized program of study at the postsecondary level in less than one academic year (two semesters or three quarters) or in less than 900 contact hours by a student enrolled full time.

Postsecondary Education--The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Private, non-religiously-affiliated school--An educational institution that is operated by a non-governmental, non-religious group or organization.

Private, religiously-affiliated school--An educational institution that is affiliated with and operated by a non-governmental, religious group or organization.

Probationary Period--A period of time in which one's ability to meet requirements is tested in a particular position until it is certain that the employee is capable of performing job activities and assignments.

Professional Development Activity--A planned structural process through which an individual improves his or her job-related knowledge, skills, or attitude. The process enables an employee to grow within a profession or organization or to attain an initial or additional credential.

Professional Position--A position involving work that is based on established principles of a profession or science and that requires professional, scientific, or technical training or experience equivalent to that represented by graduation from a college or university.

Program--A combination of courses and/or related activities organized for the attainment of broad objectives as described by an institution.

Project Area--As defined for federal educational programs, a school attendance area, or combination of school attendance areas which, because of a high concentration of children or families of specified characteristics, is thereby designated as an area from which selected children may be served by a particular program.

Promotion--Movement of an employee from a position in one class or job group to another in which the pay grade and salary are higher for reasons other than length of contract work year, or work days assigned to the position.

Psychometric Data--Assessment data about a student analyzed by the application of mathematical and statistical methods.

Public Board of Education--The elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given geographic area. Such bodies are sometimes known as school boards, governing boards, boards of directors, school committees, and school trustees. This definition includes state boards of education and the boards of intermediate and local basic administrative units and individual public institutions. See Board of Education.

Public Institution--An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Public Record--A record which by law, regulation, or custom is generally available to the public at large, or to segments of the public having a legitimate reason for reviewing the record.

Q

Qualifications--The minimum educational, experience, and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

R

Reassignment--An employee transferring from one group of personnel to another group without a change in grade.

Recall--The process of reinstating an employee or a former employee who has been displaced or laid-off.

Recall Rights--The rights and procedures pertaining to rehiring a former employee delineated in regulations applicable to each occupational group of employees who have been laid off or displaced.

Reclassification--An allocation of a position from its current active class to a different active class.

Recruiter--An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.

Redline--A procedure that allows an eligible full-time employee, who is moved to a position of shorter length contract year, and/or a position at a lower pay level for reasons other than voluntary demotion or transfer, question of competence, or as a disciplinary procedure, to be compensated at the level of pay applicable to the position held prior to the redline action.

Reduction-in-Force--An administrative action taken to reduce the number of staff or positions in an organization.

Re-employment--Hiring a person who has previously held, but does not currently hold a position in an organization.

Register of Eligible Candidates--A list of candidates for a position who were interviewed and found to be eligible for a general vacancy position.

Regrade--Changing the grade level to increase compensation or adjust misalignment for an active class without a significant change in duties or responsibilities. This is normally done to competitively recruit specific types of employees.

Regular Rate of Pay--The rate of pay to be utilized for the calculation of overtime pay in accordance with FLSA requirements. The regular rate is derived by dividing the total amount of eligible pay for the work period (including the hourly rate and shift differential) by the number of hours expected to be worked during the work period.

Rehire--Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of more than one calendar year to the position or class formerly held.

Reinstatement--Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of less than one calendar year to the position or class formerly held.

Related Services--Transportation and such developmental, corrective, and other supportive services as are required to assist a child with disabilities to benefit from special education, including speech pathology and audiology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services and medical services for diagnostic or evaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training.

Reorganization/Restructuring--The planned elimination, addition, or redistribution of functions and duties and/or redesign of positions within an organization.

Report--A collection of information which is prepared by a person, unit, or organization for the use of some other person, unit, or organization.

Researcher--An individual who is responsible for evaluating programs or conducting research activities to describe the status of schools and staff; or others with analytical responsibilities regardless by whom the activities are sponsored.

Residential School--An educational institution in which students are boarded and lodged as well as taught.

Residential School for Special Education--A residential school providing a program of education for disabled students.

Resignation--Formal action taken by an employee by which the employee submits, in writing, to a predetermined authority, his/her notification of discontinuance of services to an organization.

Responsibility--A classification factor reflecting the extent of supervision received, supervision exercised, and authority of a particular position.

Restoration--A return to a position in a class in which status was formerly held and where there has been no break in service.

Retirement--Formal action taken by an employee by which the employee submits, in writing, to the proper authority, his/her notification of discontinuance of service to an organization after becoming vested in a retirement system.

RIF--See Reduction-in-Force.

Roll--A list of names for checking attendance.

S

Sabbatical/Study--Leave authorized for a specified period of time for which an employee receives a partial salary payment.

Salary--The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll an organization.

Salary Change--A generic term used to describe any change in an employee's pay status.

Salary Scale Adjustment--A modification in the dollar amounts in a salary scale approved by the organization.

Scale--A compensation plan which defines salaries to be paid to a particular group of employees.

Scheduled Hours--The number of hours that an employee is scheduled to work each pay period for the position occupied.

School--An institution that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; and has an assigned administrator(s).

School Board--See Board of Education.

School Bus--A passenger motor vehicle which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

School Day--That part of a calendar day when school is in session.

School District--A term used synonymously with the term "local basic administrative unit." See Local Education Agency (LEA).

School Fiscal Year--See School Year.

School Holiday--A day on which school is not conducted either because of legal provisions or because of designation by the board of education as a holiday. Since such days are not considered as days in session, students and staff are considered as being neither present nor absent on school holidays.

School Plant--The site, buildings, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

School Site--The land and all improvements to the site, other than structures, such as grading, drainage, drives, parking areas, walks, plantings, play-courts, and play-fields.

School System--The representation of the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the United States Department of Education. Included in the system are both public and private schools and administrative agencies.

School Year--The 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 through June 30. This sometimes is referred to as the "school fiscal year."

SEDCAR (Standards for Education Data Collection and Reporting)--A report, published by NCES in 1991, that sets forth principles that represent the best practice in the collection, processing, analysis, and reporting of education statistics.

Separation--A generic term for leaving employment.

Service-Learning--A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Service Seniority--A ranked order of employees based on the length of time (discounting leave) that an individual has held a position or number of positions within an organization.

Shift Differential--An additional hourly pay rate based on the morning, evening or night shift worked.

Sick Leave Bank--A system which records employee-donated days of sick leave for use by employees to continue salary payments during extended periods of illness or other approved circumstances.

Sick Leave Bank (Hours Only)--An employee who has qualified for sick leave bank payments for a specified number of hours.

Significant Other--An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

Special Education Program--Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered "special education" rather than a "related service" under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

Staff Accounting System--A system for collecting, computing, and reporting information about staff of an organization.

Staff Development--The temporary assignment of an employee to a position, course, or experience for purposes of professional growth.

Staff Member--An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) a businessperson or independent contractor working at a school site.

Standard--Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

Standard Operating Procedure (SOP)--A set of detailed instructions to be followed when performing a task.

State Education Agency--The organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state. It is characterized as having statewide jurisdiction and may be composed of a state board, chief executive officer, and staff. Some state education agencies may lack one, two, or three of these elements, but in any case there must be either a board or a chief executive officer. The term "commission" is sometimes used synonymously with "board."

Step--A series of incremental levels in a pay grade, job group, salary lane, or salary schedule.

Step Decreased - Experience Verified--An employee's pay step is decreased due to the receipt of previous experience verification that shows the actual years of experience lower than originally stated on their application.

Step For Study--An employee is granted an additional step on the salary scaler for completing requirements while on study leave.

Step Increased - Experience Verified--An employee's pay step is increased due to the receipt of previous experience verification that show the actual years of experience higher than originally stated on their application.

Subordinate--A designation for those employees or positions supervised.

Supervision Exercised--A classification factor indicating: 1) the kind and extent of a position's supervisory and personnel management authority, the manner in which it is exercised, and the degree of its completeness and finality; and 2) the volume of supervisory and management responsibility as indicated by the total number of subordinates under control of the position.

Supervision Received--A classification factor indicating the nature and degree of administrative and/or technical supervision or lead direction exercised by higher authority over an employee in a position.

T

Taxonomy--The hierarchy of an organization.

Technical Institute--An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.

Temporary Personnel--An employee paid on an hourly basis and who works on an "as needed" basis.

Termination--Generic term for an action taken by an organization to remove an employee from employment.

Tests of General Educational Development (GED)--A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most state departments of education for the successful completion of the Tests of General Educational Development. See High School Equivalency Examination.

Trainee--An individual performing assigned tasks under the close guidance and instruction of an expert or experienced practitioner.

Transcript--An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Transfer--Assignment of an employee from one work site to a position equal to current pay grade, job group, or salary scale.

U

Underfill--The appointment or assignment of an individual to a position at a pay grade lower than authorized for the position.

Ungraded Class--A class which is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes which have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded."

Universal Birth Number--An identification number assigned to an individual by the Bureau of Vital Statistics of a state, using a combination of digits representing area code, birth registration number, and year of birth.

V

Vacancy--A position that has no incumbent. It can be the result of a newly established position or been rendered vacant by separation of the previous incumbent from the position.

Vaccine--A preparation introduced into the body to produce immunity and protection from a disease.

Vested Retirement Plan--One in which the full amount of the contribution by an organization and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service or retirement, and with no forfeiture in case of resignation or dismissal from the institution.

Veteran--An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released therefrom under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under these guidelines.)

Video Materials--Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

W-X-Y-Z

Wage Continuation--A benefit plan by which an eligible employee receives supplemental payments in order to guarantee that he/she does not lose income during a prolonged period of work absence caused by injury, sickness, or other circumstance.

Withholding--The processes of deducting from a salary or wage an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer pays to the taxing authority.

Workday--Scheduled number of hours an employee is required to work per day.

Workload--Production output, in terms of physical items to be accomplished, within a given period of time, to meet requirements imposed or assumed.

Work Order--A written order authorizing and directing the performance of a certain task, issued to the person who is to direct the work. Among the types of information shown on the order are the nature and location of the job, specifications of the work to be performed, and a job number which is referred to when reporting the amount of labor, materials, and equipment used.

Work Period--The period during which an employee is scheduled to work.

Work-Study Plan--See Cooperative Program.

Workweek--The seven consecutive day period, (e.g. beginning at 12 a.m. Saturday and ending the following Friday at 11:59 p.m., during which and employee is scheduled to work.

Work Year--The number of days an employee is expected to work during one fiscal year. The length of the work year is related to the requirements of the specific position to which the employee is assigned.

INDEX

Accessing and processing data . . . 12
Accountability . . . 167
Accounting . . . 167
Accounting system . . . 167
Accrediting agencies . . . 167
Accuracy . . . 8
Acquisition of new skills . . . 46
Acting . . . 167
Active class . . . 167
Active duty . . . 32
Activity beginning date . . . 93, 152
Activity description . . . 45, 138
Activity ending date . . . 93, 152
Activity logistics . . . 48, 138
Activity provider . . . 138
Activity provider (presenter) . . . 48
Activity support . . . 49, 139
Actual total salary paid . . . 71, 148
Actual use date . . . 74, 150
Additional compensation . . . 71, 149
Additional duty . . . 167
Additional position . . . 167
Additional salary scale adjustment . . . 167
Address type . . . 33, 39, 132, 135
Address/contact information . . . 33, 131
Administrative . . . 76
Administrative action . . . 167
Administrative staff residence services . . . 118
Administrative unit . . . 167
Adult school . . . 97, 167
Advertisement . . . 66
Age . . . 168
Agencywide . . . 91
Alias . . . 25, 130
Alpha/numeric (AN) . . . 127
Alternative . . . 53
Alternative credential requirement . . . 55, 142
Alternative credential requirement description . . . 56, 142
American Indian or Alaskan Native . . . 27
Americans with Disabilities Act (ADA) . . . 168
Annual . . . 68, 76
Annual increment (step increase) . . . 168
Annual salary scale adjustment . . . 168
Annually . . . 120
Anticipated use date . . . 74, 150
Apartment/room/suite number . . . 34, 39, 132, 135
Applicant . . . 168

Appointing authority . . . 168
Appointment . . . 168
Appraisal services . . . 107
Apprentice . . . 168
Architecture and engineering services . . . 119
Area of emphasis . . . 41
As needed . . . 121
Asian or Pacific Islander . . . 27
Assessment information . . . 57, 142
Assignment . . . 24, 168
Assignment description . . . 91, 152
Assignment information . . . 78, 152
Assignment/appointment . . . 66
Assistive technology device . . . 168
Associate in Applied Science degree . . . 168
Associate in Arts degree . . . 168
Associate in Science degree . . . 168
Associate's degree . . . 32, 168
Attendance . . . 168
Attendance and social work services . . . 106
Attendance services . . . 106
Attendance status . . . 75, 151
Attended high school, but did not graduate . . . 31
Audio materials . . . 169
Audiological services . . . 109
Audiovisual materials . . . 169
Audiovisual services . . . 110
Avocational interests and skills . . . 64, 145
Avocational programs . . . 169
Baccalaureate degree . . . 32
Bachelor's degree . . . 32, 169
Background information . . . 26, 130
Baptismal or church certificate . . . 28
Base salary or wage . . . 70, 148
Behavior disorder . . . 169
Beneficiary . . . 24, 75, 150, 169
Benefit contribution . . . 75, 150
Benefit contribution type . . . 75, 150
Benefit contributor type . . . 75, 150
Bereavement . . . 76
Birth certificate . . . 28
Birthdate . . . 27, 130
Birthdate verification . . . 27, 131
Biweekly paid employee . . . 169
Black (not Hispanic) . . . 27
Board of education . . . 169
Board of education services . . . 111
Board secretary/clerk services . . . 111
Board treasurer services . . . 111
Boarding school . . . 169

Budgeting services . . . 112
Building acquisition and construction services . . . 119
Building improvement services . . . 119
Business address . . . 34
Business day . . . 169
Business support services . . . 112
Business type . . . 60, 144
Calendar year . . . 92
Campus address . . . 33
Candidate . . . 169
Care and upkeep of equipment services . . . 113
Care and upkeep of grounds services . . . 113
Care/service frequency . . . 48
Career development alternatives . . . 123, 155
Career development needs . . . 123, 156
Career ladder . . . 169
Carnegie unit . . . 42
Case history . . . 169
Case load . . . 170
Categories . . . 15
Central support services . . . 114
Certificate . . . 170
Certification . . . 52
Change of assignment . . . 61
Chapter 1 program . . . 170
Child care assistance . . . 72
Church-related school . . . 170
Citizenship status . . . 29, 131
City . . . 34, 39, 132, 135
City of birth . . . 28, 131
Civic activities . . . 117, 170
Class . . . 170
Class size . . . 170
Clock-hour . . . 170
COBRA . . . 72
Cocurricular activity . . . 170
Code . . . 11
COLA . . . 170
Collaborator/peer . . . 46
Committee . . . 47
Community facility . . . 94
Community recreation services . . . 117
Community relations services . . . 111
Community school . . . 170
Community service education . . . 170
Community services . . . 171
Community services operation . . . 117
Community/junior college . . . 97, 170
Compensation . . . 70, 148, 171

Compensation plan 171
Competitive promotion 171
Complete address 34, 48, 56, 67, 93, 122, 133, 138, 142-145, 147, 150, 152, 153, 155
Completion of a program of studies 45
Comprehensive high school 171
Computation 14
Computer-assisted instruction services 110
Conference 46
Consultant 3
Consumer/learner 46
Contact hour 171
Contents 10
Continuing 68
Continuing Education Unit (CEU) purpose 43, 136
Continuing Education Units (CEUs) earned in course 43, 136
Continuing professional education 171
Contract beginning date 68, 147
Contract days 171
Contract ending date 68, 147
Contracted services 171
Contractor 3
Contractual 60
Contractual term 67, 147
Cooperative activity 47
Cooperative program (work-study plan) 171
Corrective institution 171
Correspondence language 30
Cost savings 8
Cost-of-living adjustment (COLA) 171
Counseling services 107
Country 34, 39, 132, 135
Country of birth 29, 131
Country of citizenship 29, 131
County 34, 39, 132, 135
County of birth 28, 131
Course 171
Course assigned 95, 153
Course completed in subject matter area 42, 136
Course, subject, or activity authorized 55, 141
Course/training program completion date 44, 136
Course/training program title/description 43, 136
Coverage amount 74, 149
Coverage beginning date 74, 149
Coverage description 74, 149
Coverage ending date 74, 149
Coverage identifier 74, 149
Coverage type 74, 149
Credential 171
Credential assessment content 58, 142
Credential assessment content level 58, 142

Credential assessment date 58, 142
Credential assessment purpose 57, 142
Credential assessment score/results 58, 143
Credential assessment standard indicator 57, 142
Credential assessment title/description 57, 142
Credential assessment type 57, 142
Credential authorized function 54, 141
Credential authorized instructional level 54, 141
Credential description 53, 141
Credential expiration date 53, 141
Credential fee amount 59, 143
Credential fee payment date 59, 143
Credential fee payment status 59, 143
Credential information 52, 141
Credential issuance date 53, 141
Credential issuance/renewal requirement 54, 141
Credential renewability status 54, 141
Credential specified contact group 54, 141
Credential type 52, 141
Credentialing organization 23, 171
Credentialing requirements 58, 143
Credit 171
Credit course 172
Credit hour 172
Credit hours earned in course 43, 136
Credit type earned 42, 136
Criteria for including items 15
Crosswalk 172
Currently enrolled 40
Currently substituting 70
Curriculum 172
Curtailed session 172
Custody and care of children 118
Data collection scheme 127
Data element 11, 14, 127
Data element number 14, 127
Data element type 127
Data processing services 116
Date (DT) 128
Day care 172
Day in session 172
Day school 172
Days of service per week 69, 147
De-staff 172
Death 62
Definition of duties 172
Degree 172
Degree/certificate conferring date 44, 137
Degree/certificate distinctions 44, 136

Degree/certificate title/description 44, 136
Demotion 121, 172
Dental care 72
Dental services 108
Department 172
Department of Defense Dependents School 172
Derive 14
Development services 115
Developmental delay 172
Dialect 173
Diploma 173
Disabiltiy/EEO 173
Disabled person 173
Disadvantaged person 173
Discharge due to a falsified application form 62
Discharge due to continued absence or tardiness 62
Discharge due to continued misconduct 62
Discharge due to credential revoked or suspended 62
Discharge due to unsatisfactory work performance 62
Discharge due to unsuitability 61
Dismissal 122, 173
Displaced laterally 173
Displaced redline 173
Displacement 173
Doctoral (Doctor's) degree 32
Doctoral degree 173
Dominant language 30
Donated (contributed) services 173
Double session class 173
Driver training services 114
Dropout 173
Dual national 29
Duties 174
Dyslexia 174
Early childhood care and education 174
Early childhood/prekindergarten 96
Ease in getting the required information 8
Education 47
Education agency 174
Education institution 23, 174
Education institution information 39, 135
Educational assistance 72
Educational media 174
Educational media services 110
Educational placement (service setting) 174
Educational specifications development services 119
Educational television services 110
Educationally disadvantaged children 174
EEO 174
Election services 111

Electronic handbook 5
Electronic mail address 35, 40, 132, 135
Electronic mail carrier contact 35, 40, 132, 135
Electronic mail system 35, 40, 132, 135
Elementary school 97
Eligibility status 73, 149
Eligible 73, 174
Eligible for promotion 121
Eligible for reemployment 125
Eligible list 174
Eligible on a conditional basis 125
Eligible, but coverage declined 73
Emergency administrative leave, full-day 174
Emergency administrative leave, less-than-full-day 175
Emergency contact 23, 175
Emergency contact information 36, 133
Employed or affiliated with outside organization 60
Employee 3
Employee assistance program 72
Employee benefit 23, 175
Employee benefit carrier 24, 175
Employee benefit contributions 75, 150
Employee benefit contributor 24, 175
Employee benefit type 72, 149
Employee benefits 72, 149
Employee-initiated effort 66
Employer 23, 175
Employment agency 66
Employment beginning date 60, 67, 144, 147
Employment conditions 67, 147
Employment eligibility verification 29, 131
Employment evaluation 36
Employment permit 175
Employment separation date 60, 125, 144
Employment separation reason 61, 125, 144, 157
Employment separation type 125
Employment status 60, 67, 144, 147
Employment time annually 68, 147
End of probationary period 120
Endorsement 52
Enrollment status 40, 136
Enterprise operations 117
Entities 14, 127
Entity number 127
Entity uses 14
Entry date 40, 136
Entry in a family Bible 28
Entry into employment 66, 147
Equal Employment Opportunity 175

Equipment . . . 175
Essential function . . . 175
Essential personnel identifier . . . 92, 152
Evaluation . . . 24, 175
Evaluation date . . . 121, 155
Evaluation for advancement . . . 120
Evaluation for licensure . . . 120
Evaluation outcome . . . 121, 155
Evaluation periodicity . . . 120, 155
Evaluation purpose . . . 120, 155
Evaluation scale . . . 120, 155
Evaluation score/rating . . . 122, 155
Evaluation services . . . 115
Evaluation system . . . 122, 155
Evaluator . . . 23, 175
Executive administration services . . . 111
Exempt . . . 69
Exit/withdrawal date . . . 40, 136
Expenditures . . . 175
Experience . . . 53
Extended day/child care services . . . 118
Extended school day . . . 176
Extended sick leave . . . 176
Extended-day session . . . 176
Extension work . . . 176
External applicant . . . 176
Extra-state jurisdictions . . . 176
Facilities acquisition and construction services . . . 118
Facility . . . 176
Facility type . . . 93, 153
Facsimile (FAX) number . . . 35, 40, 132, 135
Fact finding . . . 176
Fair Labor Standards Act (FLSA) . . . 176
Fair Labor Standards Act coverage . . . 69, 148
Family . . . 76
Family/personal relocation . . . 61
Female . . . 27
Field . . . 11, 127
Field length . . . 127, 176
File . . . 11
Financial accounting . . . 176
Financial accounting services . . . 112
First name . . . 25, 130
First-professional degree . . . 32, 176
Fiscal period . . . 177
Fiscal services . . . 112, 177
Fiscal year . . . 92
Fixed assets . . . 177
Floating decimal (R) . . . 128
FLSA . . . 177

Food delivery services . . . 117
Food preparation and dispensing services . . . 117
Food services . . . 177
Food services operations . . . 117
Formal preparation/credentials required . . . 124
Formal study or research . . . 61
Format . . . 11
Former legal name . . . 25, 130
Free-form . . . 15
Fringe benefits expenditures . . . 177
Full year . . . 92
Full-day session . . . 177
Full-time employee . . . 177
Full-time equivalency (FTE) . . . 68, 95, 147, 153
Full-time status . . . 68, 95, 147, 153
Function type . . . 106, 123, 154, 156
General administration support services . . . 111
General Educational Development (GED) test . . . 177
Generation code . . . 25, 130
Government-requested . . . 76
Grade earned in course . . . 42, 136, 139
Graduate . . . 177
Grandfathered . . . 177
Granted license . . . 121
Granted tenure . . . 121
Graphic materials . . . 177
Grievance . . . 177
Grievance action . . . 77, 151
Grievance date . . . 77, 151
Grievance description . . . 77, 151
Grievances . . . 77, 151
Guidance services . . . 107
Half-day session . . . 178
Health information . . . 35, 132
Health insurance . . . 72
Health promotion program . . . 72
Health services . . . 108, 116
Hearing evaluation . . . 35
High school . . . 97
High school diploma . . . 178
High school equivalency examination . . . 178
High school post graduate . . . 178
Highest level of education completed . . . 31, 131
Hispanic . . . 27
Hold on step . . . 178
Home language . . . 30
Home of student . . . 94
Home study . . . 178
Homebound student . . . 178

Homeroom . . . 178
Homeroom period . . . 178
Honor or award . . . 44, 64, 137, 145
Hospital . . . 94
Hospital certificate . . . 28
Hospital instruction . . . 178
Hourly paid employee . . . 178
Hourly rate of pay . . . 178
Hours change . . . 178
Hours of leave used . . . 77, 151
Hours of service per day . . . 69, 147
Hours of service per week . . . 69, 148
IDEA . . . 179
Identification number . . . 26, 40, 53, 93, 122, 130, 135, 141, 152, 153, 155
Identification system . . . 26, 40, 53, 93, 122, 130, 135, 141, 152, 153, 155
Identifier (ID) . . . 127
Illness/disability . . . 61
Immediate family . . . 179
Immediate supervisor . . . 24, 179
Immediately eligible . . . 123
Immunization date . . . 37, 133
Immunization status code . . . 37, 133
Immunization type . . . 36, 133
Immunizations . . . 36, 133
Immunizations mandated by state law for employment . . . 37, 133
Improvement of instructional services . . . 109
In the future . . . 123
In-kind compensation dollar amount . . . 72, 149
In-kind compensation type . . . 71, 149
Incomplete high school . . . 179
Increments, annual . . . 179
Increments, longevity . . . 179
Incumbent . . . 179
Independent American overseas school . . . 179
Individualized Education Program (IEP) . . . 179
Individualized Family Service Plan (IFSP) . . . 179
Individualized Learning Program (ILP) . . . 179
Ineligibility reason . . . 74, 149
Infants and toddlers with disabilities . . . 179
Information services . . . 107, 115
Injury . . . 37, 133
Injury description . . . 38, 133
Injury insurance claim filing date . . . 38, 133
Injury occurrence date . . . 38, 133
Injury occurrence location . . . 38, 133
Injury type . . . 37, 133
Inservice training . . . 64
Inservice training services (for noninstructional staff) . . . 116
Institution for delinquent children . . . 180
Institution for neglected children . . . 180

Instruction 106, 180
Instruction and curriculum development services 110
Instruction by correspondence 180
Instructional level 63, 91, 144, 152, 153, 180
Instructional staff support services 109
Instructional staff training services 110
Insurance 180
Intermediate administrative unit 180
Intermediate education unit office 94
Internal applicant 180
Internal auditing services 113
Internal information services 115
Internship/apprenticeship 64, 144
Internship/apprenticeship beginning date 64, 145
Internship/apprenticeship description 64, 145
Internship/apprenticeship ending date 64, 145
Intersession 92
Intersession hour credit 43
Investment program 73
Involuntary 125
Job classification 78, 123, 152, 156
  Accountant 80
  Accreditation officer 81
  Administrative intern 81
  Administrative/supervisory/ancillary services officer 78
  Admissions officer 81
  Analyst 81
  Architect 81
  Assistant counselor 85
  Athletic coach 80
  Athletic trainer 81
  Attendance officer 81
  Audiologist 81
  Audiometrist 86
  Auditor 81
  Behavioral management specialist 80
  Benefits specialist 81
  Bilingual aide 85
  Bilingual special education aide 85
  Board of education/school board/board of trustees member 78
  Bookkeeping/accounting/auditing clerk 87
  Brick mason 89
  Bus driver 89
  Bus monitor/crossing guard 90
  Campus minister/chaplain (clergy or layperson) 81
  Career aide 85
  Carpenter 89
  Caseworker 81
  Cashier 87

Cement mason 89
Child care giver 86
Child care worker 90
Commandant of cadets 78
Computer aide 86
Computer operator 87
Computer programmer 81
Computer systems analyst 82
Computer technician 86
Construction laborer 90
Cook/food preparer 90
Counselor 80
Crafts and trades 89
Curator and archivist 82
Curriculum specialist 80
Custodian 90
Data entry clerk 88
Dean/dean of instructions/dean of students/dean of boys/dean of 78
Dental hygienist 82
Dentist 82
Deputy/associate/assistant superintendent/commissioner 79
Deputy/associate/vice-/assistant principal 78
Dietary technician 90
Dietitian/nutritionist 82
Dispatcher 88
Drafter 87
Duplicating/photocopying assistant 88
Education diagnostician 80
Electrical and electronic repairers 88
Electrician 89
Elevator operator 90
Engineer 82
Engineering aide 87
Evaluator 82
Executive assistant 79
Extra-curricular activity aide 86
Facilities maintenance worker 91
Family/community support coordinator 82
File clerk 88
Financial aid officer 82
Financial aid specialist 86
Food server 91
Freight, stock, and materials handlers 90
Functional application support specialist 82
Garage/parking-lot attendant 90
Garbage collector 90
Gardener 90
General office clerk 88
Grant developer 82
Graphic artist 87

Groundskeeper 90
Historian 82
HVAC mechanic 89
Inspector 87
Instructional program director/coordinator/consultant 79
Internal auditor 82
Interpreter 82
Laborer 89
Lawyer 83
Legislative liaison 83
Librarian/media consultant 80
Library aide 86
Licensed practical nurse 87
Locksmith 89
Mail clerk 88
Maintenance repairers/general utility 89
Manager 79
Media center aide 86
Media technologist 87
Messenger 88
Monitor/prefect 86
Negotiator 83
Network administrator 83
Non-instructional program director/coordinator/consultant 79
Nurse practitioner 83
Occupational therapist 83
Office manager 88
Office/clerical/administrative support 87
Official-administrative 78
Ombudsperson 79
Operative 89
Ophthalmologist 83
Optometrist 83
Other vehicle operator 89
Painter and paperhanger 89
Paraprofessionals 85
Personnel officer/specialist 83
Photographer 87
Physical therapist 83
Physician 83
Physician assistant 83
Planning specialist 83
Plasterer 89
Plumber 89
Police officer 91
Principal/headmaster/headmistress/head of school 79
Printer 89
Professional-education 79
Professional-other 80

Psychiatrist 84
Psychologist 84
Psychologist assistant 86
Psychometrist 87
Public relations/informational services officer 84
Purchasing agent 87
Receptionist 88
Records clerk 88
Recreation worker 84
Recreational therapist 84
Registered nurse 84
Registrar 84
Rehabilitation counselor 84
Remedial specialist 80
Research and development specialist 84
Resident/dormitory supervisor 91
Respiratory therapist 84
School president 79
School site council member 79
Secretary 88
Security guard 91
Service work 90
Social worker 84
Speech language technician 87
Speech pathologist/therapist 84
Staff developer/teacher trainer 85
Statistician 85
Stenographer 88
Stores/supplies handler 88
Student activity advisor/non-athletic coach 80
Student personnel officer 85
Student teacher 80
Superintendent/commissioner 79
Supervisor 87
Switchboard/PBX operator 88
Tax assessor/collector 85
Teacher 80
Teacher trainer 80
Teaching assistant 86
Teaching intern 80
Teaching/classroom aide 86
Technical 86
Transition coordinator 85
Translator 85
Tutor 86
Typist and wordprocessor 88
Vehicle mechanic 89
Vehicle washer/equipment cleaner 90
Volunteer coordinator 85
Work study coordinator 85

    Writer/editor 85
Job rotation required 123
Job specialization required 123
Job title 69, 122, 148, 155, 156
Job-entry level of employment 180
Junior college 180
Kindergarten 31, 96
Laboratory 180
Laboratory, model, or practice school 181
Language 30, 131
Language type 30, 131
Last/surname 25, 130
Last/surname at birth 25, 130
Lateral reassignment 121
Layoff 181
Layoff due to budgetary reduction 61
Layoff due to decreased workload 61
Layoff due to organizational restructuring 61
Leave accrued 77, 151
Leave balance 77, 151
Leave of absence (LOA) 181
Leave payment status 77, 151
Leave substitution status 76, 151
Leave taken date 77, 151
Leave type 75, 151
Legal services 73
Legally separated 31
Level of specialization 41, 136
Library 181
Licensure 52
Life insurance 73
Limited English proficient (LEP) student 181
LOA 181
Local administrative unit/local education agency office 94
Local education agency (LEA) 181
Location 93, 153
Long session 92
Long session hour credit 43
Long-term disability insurance 73
Longevity increments 181
Loops 129
Mailing address 33
Maintenance of skills 46
Major 41, 181
Major duty 181
Male 27
Management information services 115
Marginal Function (ADA) 181
Marital status 31, 131

Marriage or full-time homemaking . . . 61
Married . . . 31
Master's degree . . . 32, 181
Matai name . . . 182
Maternity . . . 76
Maternity/paternity or childrearing . . . 61
Maximum class size . . . 182
Maximum leave allowed . . . 77, 151
Means of introduction for employment . . . 66, 147
Measure . . . 182
Medical examination date . . . 36, 132
Medical examination results . . . 36, 132
Medical examination type . . . 35, 132
Medical services . . . 108
Membership . . . 182
Mental retardation . . . 98
Mentor . . . 23, 182
Mentoring/coaching . . . 47
Merit increase . . . 121
Middle name . . . 25, 130
Middle/intermediate/junior high school . . . 97
Migrant education program . . . 182
Migratory worker . . . 182
Military . . . 60, 76
Military discharge date . . . 33, 131
Military discharge type . . . 33, 131
Military duty status . . . 32, 131
Military entry date . . . 33, 131
Military reserve obligation ending date . . . 33
Military reserve or national guard obligation ending date . . . 131
Military service type . . . 32, 131
Military status . . . 32, 131
Mini-term . . . 92
Mini-term hour credit . . . 43
Minimum permissible class size . . . 182
Minimum wage . . . 182
Minor . . . 41, 182
Minor duty . . . 182
Monitoring services . . . 114
Monitoring system . . . 182
Monthly . . . 120
Monthly paid employee . . . 182
More-than-agencywide . . . 91
Multioperational unit but less-than-agencywide . . . 91
Multiple entries . . . 129
Multiyear . . . 68
Mutual agreement . . . 125
Name . . . 25, 130
Name of individual . . . 26, 48, 57, 67, 94, 122, 133, 138, 142, 143, 147, 150, 153, 155
Name of institution . . . 26, 39, 48, 56, 67, 93, 122, 135, 138, 142-145, 147, 150, 152, 153, 155

National/ethnic origin subgroup . . . 27, 130
Native language . . . 30
Nature of prior employment . . . 62, 144
Negative time and attendance . . . 182
Networking with professionals in the field . . . 47
Nickname . . . 25, 130
No compensation . . . 50
No credit . . . 43
No preparation or additional experience required . . . 123
No year level . . . 183
Non-credit course . . . 182
Non-district school or facility . . . 183
Non-educational institution . . . 183
Non-graded class . . . 183
Non-renewal . . . 183
Non-resident alien . . . 29
Non-teaching credential field . . . 52, 141
Nonexempt . . . 69
Not eligible . . . 73
Not eligible for reemployment . . . 125
Not married (never married, legally divorced, widowed, . . . 31
Not ready . . . 123
Not willing . . . 70
Notes . . . 14
Number of credits earned . . . 51, 140
Numeric (N) . . . 128
Nursery school . . . 31
Nursing services . . . 108
Oath of Allegiance date . . . 58, 143
Obtaining an advanced-level credential . . . 46
Occupational program . . . 183
Occupationally-specific program . . . 183
Off-the-job . . . 50
Office held . . . 65, 145
Office of the principal services . . . 112
Office of the superintendent services . . . 111
Office term beginning date . . . 65, 145
Office term ending date . . . 65, 146
Operating buildings services . . . 113
Operation and maintenance of plant services . . . 113
Operation of non-instructional services . . . 117
Operation services . . . 116
Operational unit . . . 183
Operational unit to which assigned . . . 93, 152
Option . . . 11, 14
Organizational chart . . . 183
Organizational membership . . . 23, 183
Other areas of informal qualification . . . 65, 145
Other central support services . . . 116

Other employment in education . . . 61
Other employment outside of education . . . 61
Other employment status . . . 60
Other health data and medical conditions . . . 36, 132
Other instructional staff support services . . . 110
Other interests . . . 64, 145
Other language proficiency . . . 30
Other reason . . . 62
Other salary or wage rate . . . 71, 148
Other school administration support services . . . 112
Other special health needs, information, or instructions . . . 36, 133
Other student support services . . . 109
Other support services . . . 117
Other training . . . 43, 136
Outlying areas . . . 183
Overfill . . . 183
Overstaff . . . 183
Overtime eligibility change . . . 183
Overtime identifier . . . 71, 148
Overtime pay . . . 184
Parent's affidavit . . . 28
Parental care . . . 61
Part-time employee . . . 184
Passport . . . 28
Pay grade . . . 70, 148
Pay period duration . . . 149
Pay period length . . . 71, 149
Pay range . . . 70, 148
Pay rate basis . . . 70, 148
Payment duration . . . 71
Payment required per pay period . . . 75, 150
Payroll deduction amount . . . 72, 149
Payroll services . . . 112
Payroll special arrangement . . . 72, 149
Peace Corps/overseas military . . . 66
Pension system . . . 184
Percent of total time . . . 96, 154
Performance evaluation system . . . 184
Periodic evaluation . . . 120
Permanent address . . . 33
Permanent position . . . 184
Personal . . . 76
Personal record . . . 184
Personal title . . . 25, 130
Physical examination for sports participation . . . 36
Physician's certificate . . . 28
Placed on probation . . . 121
Placement services . . . 107
Planning services . . . 115
Planning, research, development, and evaluation services . . . 114

Position description (PD) 184
Position number 69, 148
Positive time and attendance 184
Post graduate (Grade 13) 32
Post-baccalaureate certificate 184
Post-degree study 41
Post-master's certificate 184
Post-probationary 121
Postsecondary award, certificate, or diploma (at least one, 184
Postsecondary award, certificate, or diploma (at least two, 184
Postsecondary award, certificate, or diploma (less than one 184
Postsecondary education 185
Postsecondary subject matter area 41, 136
Preparation duration 124, 156
Preparation funding 124, 156
Preparation location 124, 156
Preparation type 124, 156
Prescription plan 73
Previously enrolled 40
Previously verified school records 28
Printing, publishing, and duplicating services 113
Prior experience 59, 143
Private, non-religiously-affiliated school 185
Private, religiously-affiliated school 185
Probationary 60
Probationary period 185
Problem resolution 120
Professional collaboratives 47
Professional development activity 23, 185
Professional development activity anticipated outcome 45, 138
Professional development activity arrangement 49, 139
Professional development activity beginning date 48, 139
Professional development activity compensation 50, 139
Professional development activity contact hours 49, 139
Professional development activity credit type offered 51, 139
Professional development activity duration 49, 139
Professional development activity ending date 48, 139
Professional development activity format 46, 138
Professional development activity frequency 48, 139
Professional development activity intensity 48, 139
Professional development activity involvement 47, 138
Professional development activity location 49, 139
Professional development activity outcomes 51, 139
Professional development activity participant's role 46, 138
Professional development activity purpose 46, 138
Professional development activity relevance 45, 138
Professional development activity sponsor 50, 139
Professional development activity title/description 45, 138
Professional organization 47

- Professional position 185
- Program 185
  - Adult basic education 102
  - Adult English as a second language 102
  - Adult/continuing education 102
  - Advanced adult basic education 103
  - Agriculture 100
  - Alternative education 105
  - Athletics 102
  - Bilingual education program 101
  - Business 100
  - Civic services 103
  - Cocurricular programs 102
  - College preparatory 105
  - Community recreation 103
  - Community services program 103
  - Community/junior college education program 103
  - Compensatory services for disadvantaged students 101
  - Consumer and homemaking 100
  - Content ESL 102
  - Coordination of casework 104
  - Counseling services 104
  - Cross categorical 100
  - Curriculum content in native language 101
  - Custody and child care services 104
  - Developmental bilingual education 101
  - Early identification 97
  - Early intervention 98
  - English as a second language (ESL) program 102
  - Even Start 101
  - Extended day/child care services 104
  - General Educational Development (GED) Preparation 103
  - Gifted and Talented 102
  - Head Start 101
  - Health 100
  - Health services 105
  - Immigrant education 105
  - Indian education 101
  - International Baccalaureate 105
  - Library/media services 105
  - Life enrichment 103
  - Magnet/special program emphasis 105
  - Marketing 100
  - Migrant education 101
  - Native language support 101
  - Occupational 103
  - Occupational home economics 100
  - Public library services 104
  - Regular education 97
  - Remedial education 105

- Retraining for new occupation . . . 103
- School-To-Work opportunities . . . 105
- Service for individuals with autism . . . 98
- Service for individuals with deaf-blindness . . . 98
- Service for individuals with hearing impairment . . . 98
- Service for individuals with mental retardation . . . 98
- Service for individuals with multiple disabilities . . . 99
- Service for individuals with orthopedic impairment . . . 98
- Service for individuals with other health impairment . . . 99
- Service for individuals with serious emotional disturbance . . . 99
- Service for individuals with specific learning disabilities . . . 99
- Service for individuals with speech or language impairment . . . 98
- Service for individuals with traumatic brain injury . . . 99
- Service for individuals with visual impairment . . . 98
- Service learning . . . 105
- Special education services . . . 97
- Special interest . . . 103
- Student retention . . . 104
- Substance abuse education/prevention . . . 104
- Technical . . . 100
- Technical Preparatory . . . 101
- Technology/industrial arts . . . 100
- Trade and industrial . . . 100
- Two-way bilingual education . . . 102
- Upgrading in current occupation . . . 103
- Vocational education . . . 100
- Welfare activities . . . 104

Program information . . . 96, 154
Program sponsor . . . 56, 142
Program support/funding source . . . 49, 106, 139, 154
Program type . . . 97, 123, 154, 156
Programming services . . . 116
Project area . . . 185
Promotion . . . 185
Property accounting services . . . 113
Provider/trainer . . . 46
Psychological counseling services . . . 108
Psychological evaluation . . . 36
Psychological services . . . 108
Psychological testing services . . . 108
Psychometric data . . . 185
Psychotherapy services . . . 109
Public board of education . . . 185
Public information services . . . 115
Public institution . . . 185
Public library services . . . 117
Public record . . . 185
Publication description . . . 59, 143
Publication type . . . 59, 143

Publications . . . 59, 143
Purchasing services . . . 113
Qualifications . . . 186
Quality of performance . . . 120, 155
Quarter . . . 92
Quarter hour credit . . . 43
Quarterly . . . 120
Quicker response . . . 8
Quinmester . . . 92
Quinmester hour credit . . . 43
Race/ethnicity . . . 27, 130
Re-employment . . . 186
Readiness for assignment of greater responsibility . . . 123, 156
Ready Reserve, Inactive National Guard (ING) . . . 32
Ready Reserve, Individual Ready Reserve (IRR) . . . 32
Ready Reserve, selected reserve . . . 32
Reason not eligible for reemployment . . . 126, 157
Reassigned for career development needs . . . 121
Reassignment . . . 186
Recall . . . 186
Recall rights . . . 186
Receiving and disbursing funds services . . . 112
Reclassification . . . 186
Recognition earned . . . 44, 136
Record . . . 11
Record maintenance services . . . 107
Recruiter . . . 23, 186
Recruitment and placement services . . . 116
Recruitment effort . . . 66
Redline . . . 186
Reduction-in-force . . . 186
Reemployment eligibility . . . 125, 157
Register of eligible candidates . . . 186
Registration . . . 52
Regrade . . . 186
Regular . . . 53
Regular rate of pay . . . 186
Regular salary/step increase . . . 121
Regulations . . . 9
Rehire . . . 186
Reinstatement . . . 186
Related services . . . 186
Related to a different job or higher position . . . 45
Related to advancement within the current job . . . 45
Related to current job . . . 45
Related travel activities . . . 64, 145
Relationship to staff member . . . 75, 151
Release time . . . 76
Released time from duties, no substitute provided . . . 50
Released Time, substitute provided . . . 50

Religious background . . . 30, 131
Religious school office . . . 94
Remediation of skills . . . 46
Removed from probationary status . . . 121
Renewable . . . 68
Renewing a credential . . . 46
Reorganization/restructuring . . . 187
Report . . . 187
Research and/or publication . . . 47
Research services . . . 115
Researcher . . . 186, 187
Resident alien . . . 29
Residential facility . . . 94
Residential housing services . . . 118
Residential school . . . 187
Residential school for special education . . . 187
Resignation . . . 187
Responsibility . . . 187
Restoration . . . 187
Results . . . 51, 139
Retained in position . . . 121
Retired reserve . . . 33
Retirement . . . 61, 187
Retirement income . . . 73
RIF . . . 187
Roll . . . 187
Routine physical examination/screening . . . 36
Sabatical/study . . . 187
Sabbatical . . . 76
Salary . . . 187
Salary change . . . 187
Salary for overtime . . . 71, 148
Salary for sabbatical leave . . . 71, 148
Salary scale adjustment . . . 187
Scale . . . 187
Schedule for current assignment . . . 95, 153
Scheduled hours . . . 187
Scheduled time . . . 50
Scheduled work days weekly . . . 69, 95, 148, 153
Scheduled work months annually . . . 69, 95, 148, 153
Scheduled work time daily . . . 69, 95, 148, 153
School . . . 94, 188
School administration support services . . . 112
School board . . . 188
School bus . . . 188
School day . . . 188
School district . . . 188
School fiscal year . . . 188
School grade level classification . . . 96, 154

School holiday . . . 188
School library services . . . 110
School plant . . . 188
School site . . . 188
School system . . . 188
School year . . . 188
Scope of activity . . . 91, 152
Section title . . . 15
Security . . . 12
Security services . . . 114
Security verification . . . 58, 143
Security verification date . . . 59, 143
Security verification means . . . 58, 143
SEDCAR (Standards for Education Data Collection and Reporting) . . . 2, 188
Seeking an initial credential . . . 45
Self-employed . . . 60
Self-instruction . . . 47
Semester . . . 92
Semester hour credit . . . 42
Semi-annually . . . 120
Sensitivity of data elements . . . 17
Separation . . . 188
Separation date . . . 157
Separation type . . . 157
Serial (or sequential) number . . . 127
Service seniority . . . 188
Service-learning . . . 188
Services--other . . . 115
Session type . . . 92, 152
Severance pay . . . 125, 157
Sex . . . 27, 130
Shared education facility . . . 94
Shift differential . . . 189
Short-term . . . 68
Short-term disability insurance . . . 73
Sick leave bank . . . 189
Sick leave bank (hours only) . . . 189
Sick/medical . . . 76
Significant other . . . 189
Single operational unit . . . 91
Site acquisition services . . . 118
Site improvement services . . . 118
Social security . . . 73
Social work services . . . 106
Sources of definitions . . . 15
Special adaptation requirements . . . 36, 133
Special contact group empathies . . . 65, 145
Special education program . . . 189
Special physical examination . . . 36
Special terms . . . 74, 149

Specialist's degree 32
Speech and language evaluation 35
Speech pathology and audiology services 109
Speech pathology services 109
Staff accounting services 116
Staff accounting system 8, 189
Staff assignment workload 95, 153
Staff development 189
Staff member 3, 23, 189
Staff recommendation 66
Staff record 7
Staff relations and negotiations services 111
Staff residence services (other than administrative staff) 118
Staff services 116
Standard 189
Standard operating procedure (SOP) 189
Standby Reserve 33
State 34, 39, 59, 132, 135, 143
State and Federal relations services 111
State education agency 189
State education agency office 94
State of birth 28, 131
Statewide 91
Step 189
Step decreased - experience verified 189
Step for study 190
Step increased - experience verified 190
Stipend only 50
Storage media 11
Street number/name 34, 39, 132, 135
Student accounting services 107
Student residence services 118
Student support services 106
Student teaching or internship 66
Student transportation services 114
Subject matter area of study 41, 136
Subordinate 190
Substitute status 70, 148
Substitute/temporary 60
Summer or off-season address 34
Summer term 92
Summer term hour credit 43
Supervision exercised 190
Supervision of attendance and social work services 106
Supervision of board of education services 111
Supervision of community services activities 117
Supervision of data processing services 116
Supervision of educational media services 110
Supervision of fiscal services 112

Supervision of food services . . . 117
Supervision of guidance services . . . 107
Supervision of health services . . . 108
Supervision of improvement of instruction services . . . 109
Supervision of information services . . . 115
Supervision of managing, planning, research, development, and . . . 114
Supervision of operation and maintenance of plant services . . . 113
Supervision of psychological services . . . 108
Supervision of residential housing services . . . 118
Supervision of speech pathology and audiology services . . . 109
Supervision of staff services . . . 116
Supervision of student transportation . . . 114
Supervision received . . . 190
Supplement for cocurricular activities . . . 70, 148
Supplement for extracurricular activities . . . 70, 148
Supplement for other activities . . . 70, 148
Support facility . . . 94
Support services . . . 106
Suspension . . . 76
Systems analysis services . . . 116
Systemwide . . . 91
Systemwide/agencywide school . . . 97
Task assignment required . . . 123
Tax assessment and collection services . . . 111
Taxonomy . . . 190
Teacher database service/network . . . 66
Teaching assignment . . . 62, 91, 144, 152
Teaching credential basis . . . 53, 141
Teaching credential type . . . 52, 141
Teaching field or area authorized . . . 54, 141
Technical institute . . . 190
Telephone number . . . 35, 40, 48, 56, 67, 93, 123, 132, 134, 135, 138, 142-145, 147, 150-153, 155
Telephone status . . . 35, 39, 48, 56, 67, 93, 122, 132, 133, 135, 138, 142-145, 147, 150, 152, 153, 155
Temporary personnel . . . 190
Tenured or permanent . . . 60
Termination . . . 190
Tests of General Educational Development (GED) . . . 190
Time expended . . . 96, 153
Time paid . . . 50
Time period . . . 92, 152
Time period classification . . . 92, 152
Total number of years of prior experience . . . 63, 144
Trainee . . . 190
Training . . . 47
Transcript . . . 190
Transfer . . . 190
Travel beginning date . . . 64, 145
Travel ending date . . . 64, 145
Travel location . . . 64, 145
Travel purpose . . . 64, 145

Travel/expense reimbursement . . . 50
Tribal or clan name . . . 26, 130
Trimester . . . 92
Trimester hour credit . . . 42
Tuition and/or fees . . . 50
Twelve month . . . 92
Twelve month hour credit . . . 43
Underfill . . . 190
Unemployment insurance . . . 73
Ungraded class . . . 191
Unit of work . . . 96, 153
United states citizen . . . 29
Universal birth number . . . 191
Vacancy . . . 191
Vaccine . . . 191
Vehicle operation services . . . 114
Vehicle servicing and maintenance services . . . 113, 114
Vested retirement plan . . . 191
Vesting percentage . . . 74, 149
Veteran . . . 191
Video materials . . . 191
Vision care . . . 73
Vision evaluation . . . 35
Vocational training center . . . 94
Voluntary . . . 125
Volunteer . . . 3
Volunteer/no contract . . . 60
Wage continuation . . . 191
Warehousing and distributing services . . . 113
Welfare activities . . . 118
White (not Hispanic) . . . 27
Willing . . . 70
Withholding . . . 191
Work order . . . 191
Work period . . . 192
Work year . . . 192
Work-related organization recommendation . . . 66
Work-study plan . . . 192
Workday . . . 191
Worker's compensation . . . 73
Workload . . . 191
Workweek . . . 192
Years of employment experience . . . 63, 144
Years of participation . . . 65, 145
Years of prior education experience . . . 63, 144
Years of prior related experience . . . 63, 144
Years of prior teaching experience . . . 63, 144
Zip code . . . 34, 39, 132, 135

Appendix A

MEMBERS OF THE NATIONAL TASK FORCE ON EDUCATION DATA ELEMENTS (STAFF DATA SUBGROUP)

The Staff Data Subgroup of the National Task Force on Education Data Elements was formed to oversee the development of this handbook. Members of the task force met in Washington, D.C. to provide guidance for the development. Members and participants of the task force include:

Sarah Beard
Mississippi Department of Education
Jackson, Mississippi
(Represents the Education Information Advisory Committee)

Rolf Blank
Council of Chief State School Officers
Washington, D.C.

Sharon Bobbitt
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Shirley Boxall
Montgomery County Schools
Rockville, Maryland

Marsha Brauen
Westat, Inc.
Rockville, Maryland

Scott Brown
Office of Special Education Programs
United States Department of Education
Washington, D.C.

Lynn Cornett
Southern Regional Education Board
Atlanta, Georgia

Louis Danielson
Office of Special Education Programs
United States Department of Education
Washington, D.C.

Gloria Davis
United States Equal Employment Opportunity Commission
Washington, D.C.

Gary Farland
Minnesota Department of Education
St. Paul, Minnesota
(Represents the National Forum on Education Statistics)

Roger Fish
District of Columbia Public Schools
Washington, D.C.

James Fulton
California Department of Education
Sacramento, California

Dorothy Gilford
National Research Council
Washington, D.C.

LaRuth Gray
New York University
New York, New York

Lee Hoffman
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Dennis P. Jones
National Center for Higher Education Management Systems
Boulder, Colorado

Dan Kasprzyk
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Judy Kelsey
Fairfax County Public Schools
Springfield, Virginia

Jo Ann Kerrey
South Carolina Department of Education
Columbia, South Carolina

Thel Kocher
St. Paul Public Schools
St. Paul, Minnesota

Roslyn Korb
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Cheryl Lovell
National Center for Higher Education
Management Systems
Boulder, Colorado

Brian MacDonald
Bureau of Labor Statistics
United States Department of Labor
Washington, D.C.

Shirley Mather
Formerly with Montgomery County Schools
Rockville, Maryland

Mike McElroy
Bureau of Labor Statistics
United States Department of Labor
Washington, D.C.

Joyce Murphy
Office of Educational Research and Improvement
United States Department of Education
Washington, D.C.

Carol Norman
National Education Association
Washington, D.C.

Fran O'Reilly
Westat, Inc.
Rockville, Maryland

Nancy Protheroe
Educational Research Service
Arlington, Virginia

Peter Prowda
Connecticut Department of Education
Hartford, Connecticut

John Sietsema
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Carolyn Summers
National Education Association
Washington, D.C.

Joan Wills
Institute for Educational Leadership
Washington, D.C.

Appendix B

INDIVIDUAL CONTRIBUTORS

Authors of the handbook are indebted to all individuals who have shared their knowledge, expertise, and time through their participation in the public review process and in special meetings. Their contribution to the handbook development effort should not be understated.

Public Review Participants

In February 1994, about 500 copies of the first draft of this document were sent to different offices in state education agencies in all 50 states and the extra-state jurisdictions, selected offices in the United States Department of Education, and 100 local education agencies. In addition, copies were sent to professional associations which have a vested interest in collecting and using staff data and those organizations which represent specific aspects in early childhood, elementary, and secondary education. Presentations were made at several professional meetings and conferences where quick review was solicited. During this six-month process, the following individuals have sent their comments and/or suggestions. Their time and effort spent on this process are deeply appreciated:

Terrance M. Anderson
Data Analysis and Reporting
Delaware State Department of Public Instruction
Dover, Delaware

Richard Asato
Office of Information & Telecommunication Services
Hawaii State Department of Education
Honolulu, Hawaii

George E. Ayers
The Council for Exceptional Children
Reston, Virginia

Charles H. Buzzell
American Vocational Association
Alexandria, Virginia

Ruben Carriedo
Education Center
San Diego City Schools
San Diego, California

Ronald W. Danforth
Instruction and Program Development
New York State Education Department
Albany, New York

Eugene W. Duston
Department of Personnel Services
Fairfax County Public Schools
Springfield, Virginia

Paula C. Grinnell
Research & Development
Carrollton Farmers Branch Independent School District
Carrollton, Texas

Roger G. Hummel
Division of Data Services
Pennsylvania State Department of Education
Harrisburg, Pennsylvania

Jo Ann Kerrey
Education Information Services
South Carolina State Department of Education
Columbia, South Carolina

Ferman Moody
Pennsylvania Department of Education
Harrisburg, Pennsylvania

Robert J. Nearine
Robert J. Nearine, Ed. D. and Associates
Glastonbury, Connecticut

Office of Research & Development
Louisiana Department of Education
Baton Rouge, Louisiana

Caryn R. Shoemaker
School Finance Unit
Arizona Department of Education
Phoenix, Arizona

Martha L. Thurlow
National Center on Educational Outcomes
University of Minnesota
Minneapolis, Minnesota

Herb Weinfeld
Office of Educational Accountability
Dade County Public Schools
Miami, Florida

Focus Group Participants

In March 1994, a focus group was convened in Washington, D.C. to review a revised draft of the handbook. Participants were invited to examine the document with regard to its comprehensiveness and appropriateness as applied in private education. The following individuals contributed enormously to the improvement of the final draft through their discussion in the meetings as well as by assisting project staff on specific tasks after the meeting:

Focus Group on Private Education

Joyclin Barnes
Archbishop Carroll High School
Washington, D.C.

Frederick Brigham
National Catholic Education Association
Washington, D.C.

Greg Courter
Episcopal High School
Alexandria, Virginia

Father William Davis, OSFS
United States Catholic Conference
Washington, D.C.

Elizabeth Fluegel
The Lutheran Church-Missouri Synod
Washington, D.C.

Richard K. Jung
The Bullis School
Potomac, Maryland

Louise Mulligan
St. Marks Elementary School
Hyattsville, Maryland

James Kaull
National Association of Independent Schools
Washington, D.C.

Patricia Scanlon
Archbishop Carroll High School
Washington, D.C.

Colonel Trevor D. Turner
Randolph-Macon Academy
Front Royal, Virginia

Working Group Participants

During the course of the development of the handbook, two working groups were convened in Washington, D.C. to advise project staff on certain parts of the handbook drafts that needed revision and improvement. In December 1993, a working group was convened to advise project staff on revising the categorization of job classification types of the first draft of the handbook so that it would reflect the current occupational categories commonly used in the field as well as those collected by various federal agencies. Another working group was convened in June 1994 to advise project staff on developing a final draft of the handbook that would reflect the most recent trends in professional development. The following individuals contributed enormously to the improvement of the handbook drafts through their discussion in the meetings as well as by assisting project staff on specific tasks after the meetings:

Working Group on Job Classification Types

Larry Bobbitt
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Gloria Davis
Program Research and Surveys Division
Equal Employment Opportunity Commission
Washington, D.C.

Eugene Duston
Department of Personnel Services
Fairfax County Public Schools
Springfield, Virginia

Bill Fowler
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Pam Frugoli
National Occupational Information Coordinating Committee
Washington, D.C.

Mike McElroy
Occupational Employment Statistics
Bureau of Labor Statistics
Washington, D.C.

Carolyn Summers
National Education Association
Washington, D.C.

Working Group on Professional Development

Rolf Blank
Council of Chief State School Officers
Washington, D.C.

Sharon Bobbitt
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Babette Gutman
Westat, Inc.
Rockville, Maryland

Leslie Lawrence
National Education Goals Panel
Washington, D.C.

Jean Miller
Council of Chief State School Officers
Washington, D.C.

Joyce Murphy
Office of Educational Research and Improvement
United States Department of Education
Washington, D.C.

Carolyn Summers
National Education Association
Washington, D.C.

Joan Wills
Institute for Educational Leadership
Center for Workplace Development
Washington, D.C.

Federal, State, and Other Information Collection

Staff from the United States Department of Education, state education agencies, and other organizations have contributed to the handbook by sharing information about surveys conducted by their offices or definitions of specific terms. The information has been used in developing definition for data elements in Chapter 4 and developing the Application Table in Chapter 5. Their contributions are deeply appreciated:

Robert H. Bellamy
North Carolina Department of Public Instruction
Raleigh, North Carolina

Lynson Bobo
Council of Chief State School Officers
Washington, D.C.

Janet T. Bolt
Administration for Children and Families
United States Department of Health and Human Services
Washington, D.C.

Melinda Brown
Educational Research Service
Arlington, Virginia

Bruce Butterbaugh
Council of Chief State School Officers
Washington, D.C.

Ted Chmura
National Center for Education Statistics
United States Department of Education
Washington, D.C.

David Crowe
National Association of Home Builders
Washington, D.C.

John Endahl
Food and Nutrition Service
United States Department of Agriculture
Washington, D.C.

Catherine Fitz
Washington International School
Washington, D.C.

Michelle Frazier
Maryland Department of Education
Baltimore, Maryland

Hugo C. Galindo
Logan Special Education Center
Washington, D.C.

Allison Henderson
Westat, Inc.
Rockville, Maryland

Clint Holly
Arkansas Department of Education
Little Rock, Arkansas

Jim Joseph
Internal Revenue Service
Washington, D.C.

Julia Lara
Council of Chief State School Officers
Washington, D.C.

James H. Lockhart
Office of Bilingual Education and Minority Languages Affairs
United States Department of Education
Washington, D.C.

Drew Malizio
National Center for Education Statistics
United States Department of Education
Washington, D.C.

Rosa Mann
Office of Communications and Legislative Affairs
United States Equal Employment Opportunity Commission
Washington, D.C.

Carlos Martinez
Office of Elementary and Secondary Education
United States Department of Education
Washington, D.C.

Glenda Partee
Council of Chief State School Officers
Washington, D.C.

Bruni Rachid
Richard Montgomery High School
Rockville, Maryland

Stephen Raucher
Montgomery County Public Schools
Rockville, Maryland

Brian Reaves
Bureau of Justice Statistics
United States Department of Justice
Washington, D.C.

Pamela Reynolds
Council of Chief State School Officers
Washington, D.C.

Ricardo Sanchez
Compensatory Education Programs
United States Department of Education
Washington, D.C.

Herb Salinger
American Association of School Personnel Administrators
Sacramento, California

Mark Schwartz
Office of Vocational and Adult Education
United States Department of Education
Washington, D.C.

Bill Shepardson
Council of Chief State School Officers
Washington, D.C.

Judy Thorne
Research Triangle Institute
Research Triangle Park, North Carolina

Sharon Tuchman
Office for Civil Rights
United States Department of Education
Washington, D.C.

Ed Vocke
Bureau of Indian Affairs
United States Department of the Interior
Washington, D.C.

Jim Warden
Bureau of the Census
United States Department of Commerce
Washington, D.C.

Ray Wiles
Westat, Inc.
Rockville, Maryland

Cindy Williamson
SRI International
Menlo Park, Cali

Dan Wiltrout
Council of Chief State School Officers
Washington, D.C.

Frank Withrow
Council of Chief State School Officers
Washington, D.C.

Mike Witt
Research Triangle Institute
Research Triangle Park, North Carolina

Appendix C

GUIDELINES AND PARTICIPANTS OF FIELD STUDIES

From March to August 1994, field studies of this handbook were conducted in a variety of settings at state and local education agencies associations. Two types of field studies were identified to provide the information needed to ensure that the handbook is useful for different users:

- **Comparison to Existing Data System**--If the field study sites already had staff record systems in place, they were asked to compare the entities, data elements, and options as well as the data element attributes in this handbook to the existing variables in their system.
- **Use of the Handbook in Designing a System or Developing Materials**--If the field study sites were in the process of developing a staff record system or developing manuals or training materials, they were asked to use the handbook as a tool to help identify data elements, options, and formats or other information.

With a clear statement about the purposes of the document and anticipated users of it, field study participants were given a set of guidelines to further assist them in the studies. The guidelines involve an examination of the following:

- The usefulness of the handbook in performing the task;
- Information that is missing from the handbook that would make it more useful;
- The clarity of the distinction between entities, categories, data elements, and options;
- The comprehensiveness of the listing of entities, categories, data elements, and options and what items are missing;
- The inclusiveness of the items to cover the variety of staffing arrangements including contracting and consulting;
- The completeness of the structure to address the possibility of multiple assignments held by an individual staff member;
- The appropriateness (e.g., generic versus too restrictive) of the entities, data elements, and options;
- The thoroughness of the appendices; and
- The appropriateness of the identified data element types and field lengths (long enough or too short).

Upon the completion of the field studies, participants provided feedback to project staff regarding the above guidelines. Changes are integrated into the document accordingly and approved by the Staff Data Subgroup of the National Task Force on Education Data Elements (see Appendix A for a list of task force members). With extreme gratitude the project staff would like to thank the following coordinators and participants in the field studies:

Richard Asato
Hawaii Department of Education
Honolulu, Hawaii

Sarah Beard
Mississippi Department of Education
Jackson, Mississippi

Linus M. Bridges
Florida Department of Education
Tallahassee, Florida

Wayne Denny
Canton City Schools
Canton, Ohio

Roger Fish
District of Columbia Public Schools
Washington, D.C.

Jon Goldberg
CTMG, Inc.
Arlington, Virginia

Linda Harageones
Florida Department of Education
Tallahassee, Florida

Tina Lovato
Colorado Department of Education
Denver, Colorado

Suzanne Triplett
North Carolina Department of Public Instruction
Raleigh, North Carolina

Appendix D

DERIVED INFORMATION RELATED TO GROUPS OF STAFF

Included in this appendix are examples of terms which are derived and computed by using data elements in staff records. These terms can be used to describe groups of staff members, not individuals. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs).

Average Actual Salaries--For each staff type, the total salary is divided by the total FTE count of staff who receive that salary. The total actual salary amount is pay for regular duties only (base pay) and does not include any supplements. For example, career ladder supplements are not included.

Average Experience of Teachers--Weighted averages are obtained by multiplying each teacher's FTE count by years of experience. These amounts, when summed for all teachers and divided by the total teacher count, resulting in average experience.

Average Teacher Salary--Total base pay for teachers divided by the total teacher FTE. Total teacher base pay is the actual salary amount earned for regular duties, and can be affected by an individual's years of teaching experience, level of education attained, and number of graduate credits earned. Salary supplements are not included.

Full-Time Equivalent Staff--The equivalent number of full-time staff in a school or system as of a given date, determined by adding the FTE for all staff members.

Median Age of Staff--For a given group of staff members, the age that evenly divides the distribution of staff members when classified by age (i.e., the age so selected that 50 percent of the staff are that age or older and 50 percent are that age or younger).

Percentage of Absence--The average days of absence during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of absence divided by the aggregate days of employment, expressed as a percentage.

Percentage of Attendance--The average days of attendance during a given reporting period divided by the average days of employment for this period, expressed as a percentage; or, the aggregate days of attendance divided by the aggregate days of employment, expressed as a percentage.

Staff Retention Rate--The rate, expressed as a percentage, at which the employees, of a school or system remain employed from one period of time to the next, such as from year to year.

Staff Separation Rate--The rate, expressed as a percentage, at which employees leave the employment of a school or system during a period of time, usually a year.

Staff Member-Student Ratio--A fraction attained by dividing the number of pupils in membership by the number representing the full-time equivalency of staff members involved in any particular activity or group of activities as of a particular date.

Student/Teacher Ratio--Reflects the total enrollment divided by the total teacher FTE count.

Total Staff by Ethnicity and Sex--These are counts of total staff FTEs by combination of major ethnic groups and sex. Counts are expressed as percentages of the total staff FTE.

Turnover Rate for Teachers--This shows the total FTE count of teachers not employed in the district as of a specific date (e.g. Fall 1991-92) who were employed by the district at another specified point in time (e.g. Spring 1990-91), divided by the total teacher FTE count for the first period of time (e.g. Spring 1990-91).

Appendix E

LIST OF U.S. STATES AND EXTRA-STATE JURISDICTIONS AND CODES[1]

AL	Alabama
AK	Alaska
AZ	Arizona
AS	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
AS	American Samoa
FM	Federated States of Micronesia
GU	Guam
MH	Marshall Islands
MP	Northern Mariana Islands
PW	Palau
PR	Puerto Rico
VI	Virgin Islands

---

[1] Source: *The United States Zip Code and Post Office Directory*, U.S. Postal Service, 1993. Washington, D.C.

Appendix F

LIST OF COUNTRIES AND CODES[1]

AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua & Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan
BA	Bosnia & Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BM	Bermuda
BN	Brunei Darussalam
BO	Bolivia
BR	Brazil
BS	Bahamas
BT	Bhutan
BU	Burma
BV	Bouvet Island
BW	Botswana
BY	Byelorussian SSR
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CF	Central African Republic

---

[1] Sources: *Codes for Representation of Names of Countries* [ISO 3166-1974 (E), ISO 3166-1988 (E), ISO 3166-1993 (E)]. Available from American National Standards Institute, Inc., 11 West 42nd Street, 13th Floor, New York, New York 10036 or National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22100.

CG	Congo
CH	Switzerland
CI	Ivory Coast (Côte d'Ivoire)
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CS	Czechoslovakia
CU	Cuba
CV	Cape Verde
CX	Christmas Island
CY	Cyprus
CZ	Czech Republic
DD	German Democratic Republic
DE	Germany (Formerly, Federal Republic of Germany)
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Micronesia
FO	Faroe Islands
FR	France
FX	France, Metropolitan
GA	Gabon
GB	United Kingdom (Great Britain)
GD	Grenada
GE	Georgia
GF	French Guiana
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia
GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia & the South Sandwich Islands

GT	Guatemala
GU	Guam
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HM	Heard Island & McDonald Islands
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Islamic Republic of Iran
IS	Iceland
IT	Italy
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia (Formerly, Democratic Kampuchea)
KI	Kiribati
KM	Comoros
KN	St. Kitts and Nevis
KP	Korea, Democratic People's Republic of
KR	Korea, Republic of
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libyan Arab Jamahiriya
MA	Morocco
MC	Monaco
MD	Moldova, Republic of
MG	Madagascar
MH	Marshall Islands
ML	Mali

MM	Myanmar
MN	Mongolia
MO	Macau
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NT	Neutral Zone
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	St. Pierre & Miquelon
PN	Pitcairn
PR	Puerto Rico
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
RE	Réunion
RO	Romania
RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan

SE	Sweden
SG	Singapore
SH	St. Helena
SI	Slovenia
SJ	Svalbard & Jan Mayen Islands
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
ST	Sao Tome & Principe
SU	Union of Soviet Socialist Republics
SV	El Salvador
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks & Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TP	East Timor
TR	Turkey
TT	Trinidad & Tobago
TV	Tuvalu
TW	Taiwan, Province of China
TZ	Tanzania, United Republic of
UA	Ukraine (Formerly, Ukrainian Soviet Socialist Republic)
UG	Uganda
UM	United States Minor Outlying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VA	Vatican City State (Holy See)
VC	St. Vincent & the Grenadines
VE	Venezuela
VG	British Virgin Islands
VI	United States Virgin Islands
VN	Vietnam
VU	Vanuatu
WF	Wallis & Futuna Islands
WS	Samoa
YD	Democratic Yemen
YE	Yemen
YT	Mayotte

YU	Yugoslavia
ZA	South Africa
ZM	Zambia
ZR	Zaire
ZW	Zimbabwe
ZZ	Unknown or unspecified country

Appendix G

LIST OF LANGUAGES/DIALECTS AND CODES[1]

001	AA	Afar
002	AB	Abkhazian
003	AF	Afrikaans
004	AM	Amharic
005	AR	Arabic
006	AS	Assamese
007	AY	Aymara
008	AZ	Azerbaijani
009	BA	Bashkir
010	BE	Byelorussian
011	BG	Bulgarian
012	BH	Bihari
013	BI	Bislama
014	BN	Bengali; Bangla
015	BO	Tibetan; Bodskad
016	BR	Breton
017	CA	Catalan
018	CO	Corsican
019	CS	Czech
020	CY	Welsh
021	DA	Danish
022	DE	German
023	DZ	Bhutani
024	EL	Greek
025	EN	English
026	EO	Esperanto
027	ES	Spanish
028	ET	Estonian
029	EU	Basque; Euskera
030	FA	Persian; Farsi
031	FI	Finnish; Suomi
032	FJ	Fiji
033	FO	Faroese
034	FR	French
035	FY	Frisian
036	GA	Irish; Gaeilge
037	GD	Scots Gaelic

---

[1] Source: *Code for the Representation of Names of Languages* (ISO 639). Available from the American National Standards Institute, 11 West 42nd Street, 13th Floor, New York, New York, 10036. This appendix represents one of many documents, both published and unpublished, which describe types of language. Other sources include: Voglin and Voglin. *Classification of World Languages*. New York: North Holland Inc., 1978; and Bureau of the Census. *Complete Language Code List*. Unpublished, 1980.

038	GL	Galician
039	GN	Guarani
040	GU	Gujarati
041	HA	Hausa
042	HI	Hindi
043	HR	Croatian; Hrvatski
044	HU	Hungarian; Magyar
045	HY	Armenian; Hayeren
046	IA	Interlingua
047	IE	Interlingue
048	IK	Inupiak
049	IN	Indonesian; Bahasa Indonesia
050	IS	Icelandic; Islenzk
051	IT	Italian
052	IW	Hebrew; Iwrith
053	JA	Japanese; Nihongo
054	JI	Yiddish; Jiddisch
055	JW	Javanese; Bahasa Jawa
056	KA	Georgian; Kartuli
057	KK	Kazakh
058	KL	Greenlandic; Kalaallisut
059	KM	Cambodian; Khmer
060	N	Kannada
061	KO	Korean; Choson-o
062	KS	Kashmiri
063	KU	Kurdish; Zimany Kurdy
064	KY	Kirghiz; Kyrgyz
065	LA	Latin
066	LN	Lingala
067	LO	Laothian; Pha Xa Lao
068	LT	Lithuanian
069	LV	Latvian, Lettish
070	MG	Malagasy
071	MI	Maori
072	MK	Macedonian
073	ML	Malayalam
074	MN	Mongolian
075	MO	Moldavian
076	MR	Marathi
077	MS	Malay; Bahasa Malaysia
078	MT	Maltese
079	MY	Burmese; Myanmasa
080	NA	Nauru
081	NE	Nepali
082	NL	Dutch; Nederlands
083	NO	Norwegian
084	OC	Occitan
085	OM	(Afan) Oromo
086	OR	Oriya
087	PA	Punjabi; Panjabi

088	PL	Polish
089	PS	Pashto, Pushto
090	PT	Portuguese
091	QU	Quechua
092	RM	Rhaeto-Romance
093	RN	Kirundi
094	RO	Romanian
095	RU	Russian
096	RW	Kinyarwanda
097	SA	Sanskrit
098	SD	Sindhi
099	SG	Sangho
100	SH	Serbo-Croatian
101	SI	Singhalese
102	SK	Slovak
103	SL	Slovenian
104	SM	Samoan
105	SN	Shona
106	SO	Somali
107	SQ	Albanian; Shqip
108	SR	Serbian; Srpski
109	SS	Siswati
110	ST	Sesotho
111	SU	Sundanese
112	SV	Swedish; Svenska
113	SW	Swahili
114	TA	Tamil
115	TE	Telugu
116	TG	Tajik
117	TH	Thai
118	TI	Tigrinya
119	TK	Turkmen
120	TL	Tagalog
121	TN	Setswana
122	TO	Tonga
123	TR	Turkish
124	TS	Tsonga
125	TT	Tatar
126	TW	Twi
127	UK	Ukrainian
128	UR	Urdu
129	UZ	Uzbek
130	VI	Vietnamese
131	VO	Volapük
132	WO	Wolof
133	XH	Xhosa
134	YO	Yoruba
135	ZH	Chinese; Zhongwen
136	ZU	Zulu

The following is a list of North American Indian languages which are not coded by the American National Standards Institute:

137	Abnaki
138	Achimawi
139	Ahtena
140	Alabama
141	Aleut
142	Algonquian
143	Apache
144	Arapaho
145	Araucanian
146	Arikara
147	Athapascan
148	Atsina
149	Atsugewi
150	Aucanian
151	Aymara
152	Aztec
153	Blackfoot
154	Caddo
155	Cahuilla
156	Cakchiquel
157	Cayuga
158	Chasta Costa
159	Chemeheuvi
160	Cherokee
161	Chetemacha
162	Cheyenne
163	Chinook Jargon
164	Chiricahua
165	Chiwere
166	Choctaw
167	Chumash
168	Clallam
169	Coast Miwok
170	Cocomaricopa
171	Coeur D'Alene
172	Columbia
173	Comanche
174	Cowlitz
175	Cuna
176	Cupeno
177	Cree
178	Crow
179	Dakota
180	Delaware
181	Delta River Yuman
182	Diegueno
183	Eskimo

184	Eyak
185	Foothill North Yokuts
186	Fox
187	French Cree
188	Guarani
189	Guaymi
190	Haida
191	Han
192	Havasupai
193	Hichita
194	Hidatsa
195	Hopi
196	Hupa
197	Inupik
198	Iroquois
199	Island Carib
200	Jicarilla
201	Klamath
202	Kawaiisu
203	Kalispel
204	Kansa
205	Karok
206	Keres
207	Kickapoo
208	Kiowa
209	Kiowa-Apache
210	Koasati
211	Koyukon
212	Kuchin
213	Kutenai
214	Kwakiutl
215	Indian
216	Ingalit
217	Lower Chehalis
218	Luiseno
219	Makah
220	Mam
221	Mandan
222	Maya
223	Menomini
224	Miami
225	Micmac
226	Mikasuki
227	Mixtec
228	Mohave
229	Mohawk
230	Mono
231	Mountain Maidu
232	Muskogee
233	Navaho

234	Nez Perce
235	Nomlaki
236	Nootka
237	Nootsack
238	Northern Paiute
239	Northwest Maidu
240	Ojibwa
241	Okanogan
242	Omaha
243	Oneida
244	Onondaga
245	Osage
246	Other Athapascan-Eyak
247	Ottawa
248	Pacific Gulf Yupik
249	Paiute
250	Panamint
251	Passamaquoddy
252	Patwin
253	Pawnee
254	Penobscot
255	Picuris
256	Pima
257	Plains Miwok
258	Pomo
259	Ponca
260	Potawatomi
261	Puget Sound Salish
262	Quapaw
263	Quechua
264	Quekchi
265	Quiche
266	Quinault
267	Sahaptian
268	Saint Lawrence Island Yupik
269	Salish
270	Sandia
271	San Carlos
272	Santiam
273	Seneca
274	Serrano
275	Shastan
276	Shawnee
277	Shoshoni
278	Sierra Miwok
279	Siuslaw
280	Southern Maidu
281	Southern Paiute
282	Spokane
283	Tachi

284	Tanacross
285	Tanaina
286	Tanana
287	Tarahumara
288	Tarascan
289	Tewa
290	Tillamook
291	Tiwa
292	Tlingit
293	Towa
294	Tonkawa
295	Tsimshian
296	Tubatulabal
297	Tupi
298	Tuscarora
299	Tutchone
300	Twana
301	Up River Yuman
302	Upland Yuman
303	Upper Chehalis
304	Upper Chinook
305	Upper Kuskokwim
306	Upper Tanana
307	Ute
308	Walapai
309	Wappo
310	Washo
311	Wichita
312	Winnebago
313	Wintun
314	Wiyot
315	Wyandot
316	Yaqui
317	Yavapai
318	Yuchi
319	Yuki
320	Yuma
321	Yupik
322	Yurok
323	Zapotec
324	Zuni

The following is a list of other languages/dialects not coded by the American National Standards Institute:

325	American Sign Language (ASL)
326	Cantonese
327	Carolinian
328	Chamorro

329	Chuukese/Trukese
330	Creole
331	Guamanian
332	Hmong
333	Khmer
334	Kosraen
335	Marshallese
336	Palauan
337	Pohnpeians
338	Samoan
339	Yapese

Appendix H

MEDICAL CONDITION TYPES AND CODES

International Classification of Diseases[1]

000	Unspecified Health Problem
007.1	Giardiasis
034.0	Strep Sore Throat
042.044	Human Immuno Deficiency Virus (HIV) Infection
052	Chicken pox
052.9	Varicella Uncomplicated
078.1	Viral Warts
079.9	Viral Infection Nos
110.4	Dermatophytosis of Foot
110.9	Dermatophytosis Site Nos
127.4	Enterobiasis
129	Intestine Parasitism Nos
130	Toxoplasmosis
130.0	Toxoplasma Meningoenceph
132.0	Pediculus Capitis
133.0	Scabies
278.0	Obesity
280.9	Iron Defic Anemia Nos
281.9	Deficiency Anemia Nos
285.9	Anemia Nos
314.9	Hyperkinetic Synd Nos
343.9	Cerebral Palsy Nos
345.9	Epilepsy Nos
367	Disorders of Refraction
367.0	Hypermetropia
367.1	Myopia
367.2	Astigmatism
367.20	Astigmatism Nos
367.9	Refraction Disorder Nos
368	Visual Disturbances
368.0	Amblyopia Ex Anopsia
368.00	Amblyopia Nos
368.59	Color Deficiency Nec
368.9	Visual Disturbance Nos
372.0	Acute Conjunctivitis
372.30	Conjunctivitis Nos
378.0	Esotropia

---

[1] Source: "International Classification of Diseases, 9th Revision, Clinical Modification (ICM-9-CM), DHHS Publication No. (PHS) 80-126," available from the United States National Center for Health Statistics, Commission of Professional and Hospital Activities, 1968 Green Road, Ann Arbor, Michigan 48105.

378.9	Eye Movement Disorder Nos
380.1	Infective Otitis Externa
380.4	Impacted Cerumen
381	Nonsuppur Otitis Media
381.0	AC Nonsup Otitis Media
381.01	AC Serous Otitis Media
381.3	CHR Nonsup OM Nos/Nec
381.4	Nonsupp Otitis Media Nos
382	Otitis Media Suppur/Nos
382.0	AC Suppur Otitis Media
382.4	Suppur Otitis Media
382.9	Otitis Media Nos
384.2	Perforation Tympan Memb
389	Hearing Loss
389.1	Sensorineural Hear Loss
389.9	Hearing Loss Nos
401.9	Hypertension Nos
460	Acute Nasopharyngitis
461.9	Acute Sinusitis Nos
462	Acute Pharyngitis
463	Acute Tonsillitis
465.9	Acute URI Nos
466.0	Acute Bronchitis
472.0	Chronic Rhinitis
474.0	Chronic Tonsillitis
474.1	T A Hypertrophy
474.10	Hypertrophy T and A
474.11	Hypertrophy Tonsils
477	Allergic Rhinitis
477.9	Allergic Rhinitis Nos
486	Pneumonia, Organism Nos
487.1	Flu W Resp Manifest Nec
490	Bronchitis Nos
493.9	Asthma Nos
520.6	Tooth Eruption Disturb
521	Hard Tissue Dis of Teeth
521.0	Dental Caries
522.5	Periapical Abscess
523.0	Acute Gingivitis
523.6	Accretions on Teeth
524.3	Tooth Position Anomaly
524.4	Malocclusion Nos
525.1	Loss of Teeth, Acquired
525.9	Dental Disorder Nos
558.9	Nonif Gastroenteric Nec
573.3	Hepatitis Nos
599.0	Urin Tract Infection Nos
599.7	Hematuria
684	Impetigo
692.9	Dermatitis Nos

693.1	Dermat D/T Food Ingest
706.1	Acne Nec
729.5	Pain in Limb
737.30	Idiopathic Scoliosis
752.5	Undescended Testicle
780.3	Convulsions
780.6	Pyrexia Unknown Origin
783.4	Lack Normal Physiol Devel
784.0	Headache
784.5	Speech Disturbance Nec
784.7	Epistaxis
785.2	Cardiac Murmurs Nec
785.6	Enlargement Lymph Nodes
788.3	Incontinence of Urine
789	Oth Abdomen/Pelvis Symp
789.0	Abdominal Pain
791	Abnormal Urine Findings
791.0	Proteinuria
795.5	Tuberculin Test Reaction
799.9	Unkn Cause Morb/Mort Nec
813	Radius Ulna Fracture
911.0	Abrasion Trunk
984.9	Tox Eff Lead Compnd Nos
989.5	Toxic Effect Venom
995.2	Adv Eff Med/Biol Sub Nos
995.3	Allergy, unspecified
V03.1	Vaccine-Typhoid-Parathyroid
V03.2	Vaccine for Tuberculosis
V03.6	Vaccine for Pertussis
V03.7	Tetanus Toxoid Inoculant
V03.8	Vaccine for Bact Dis Nec
V04.01	Polio Oral
V04.02	Polio Immunization
V04.1	Vaccine for Smallpox
V04.2	Vaccine for Measles
V04.3	Vaccine for Rubella
V04.6	Vaccine for Mumps
V04.8	Vaccine for Influenza
V06.1	Vaccine for DTP
V06.12	TD
V06.3	Vaccine for DTP + Polio
V06.4	Vac-Measle-Mumps-Rubella
V06.8	Vac-Dis Combinations Nec
V10	HX of Malignant Neoplasm
V12	HX of Disease Nec
V12.0	HX-Infect/Parasitic Dis
V12.01	Measles
V12.02	Rubella
V12.03	Mumps
V12.04	Chicken Pox

V12.05	Whooping Cough
V12.06	TB
V12.21	Diabetes
V12.3	HX-Blood Diseases
V12.4	HX-Nerv Sys/Sens Org Dis
V12.41	Epilepsy
V12.5	HX-Circulatory Sys Dis
V12.51	Rheumatic Fever
V12.6	HX-Respiratory Sys Dis
V12.7	HX of GI Disease
V13	HX of Other Diseases
V13.0	HX-Urinary System Disord
V14	HX of Drug Allergy
V14.0	HX-Penicillin Allergy
V15	Oth HX of Health Hazards
V15.0	HX of Allergy Nec
V15.2	HX-Major Organ Surg Nec
V15.5	HX of Injury
V15.8	HX-Other Health Hazards
V16	Family HX-Malignancy
V17	Family HX-Chr Disabling Dis
V17.1	Family HX-Stroke
V17.2	Family HX-Neurolog Dis Nec
V17.21	Epilepsy
V17.3	Fam HX-Ischem Heart Dis
V17.4	Fam HX-Cardiovas Dis Nec
V17.41	Hypertension
V17.5	Family HX-Asthma
V17.6	Fam HX-Chr Resp Cond Nec
V17.7	Family HX-Arthritis
V18.0	Family HX-Diabetes Mellitus
V18.2	Family HX-Anemia
V18.4	Family HX-Mental Retardant
V18.5	Family HX-GI Disorders
V18.6	Family HX-Kidney Disease
V18.8	Family HX-Infect/Parasit Dis
V19.0	Family HX-Blindness
V19.2	Family HX-Deafness
V19.4	Family HX-Skin Condition
V19.5	Fam HX-Congen Anomalies
V19.6	Family HX-Allergic Dis
V20	Health Supervision Child
V20.2	Routine Child Health Exam
V20.3	Med Exam Nec-Admin Purp
V22.2	Pregnant State
V70.5	Health Exam-Group Survey
V71	Observation-Suspect Cond
V71.2	Observ-Suspect TB
V72	Special Examinations
V72.0	Eye Vision Examination

V72.1	Ear Hearing Exam
V72.2	Dental Examination
V72.8	Examination Nec
V72.80	Height
V72.81	Weight
V74.1	Screening-Pulmonary TB
V75.8	Screen-Parasitic Dis Nec
V78.0	Screen-Iron Defic Anemia
V78.2	Screen-Sickle Cell Dis
V79.3	Screen-Development Prob
V81.1	Screen for Hypertension
V81.51	Urinalysis (Dipstick)
V82.0	Screen for Skin Cond
V82.5	Screen-Contamination Nec
V82.81	Scoliosis

Current Procedural Terminology[2]

00120	Anesthesia for Ear Surgery
01230	Anesth, Surgery of Femur
10060	Drainage of Skin Abscess
12001	Repair Superficial Wound(s)
22899	Spine Surgery Procedures
29065	Application of Long Arm Cast
29075	Application of Forearm Cast
29405	Apply Short Leg Cast
36430	Blood Transfusion Service
50760	Fusion of Ureters
69210	Remove Impacted Ear Wax
69420	Incision of Eardrum
69437	Create Eardrum Openings
70250	X-ray Exam of Skull
70470	Contrast CAT Scans of Head
71000	Minifilm X-ray of Chest
71010	X-ray Exam of Chest
72110	X-ray Exam of Lower Spine
73000	X-ray Exam of Collarbone
73060	X-ray Exam of Humerus
73090	X-ray Exam of Forearm
73100	X-ray Exam of Wrist
73120	X-ray Exam of Hand
73140	X-ray Exam of Finger(s)
73560	X-ray Exam of Lower Leg
73600	X-ray Exam of Ankle
73620	X-ray Exam of Foot
81000	Urinalysis with Microscopy

---

[2] Source: *Physician's Current Procedural Terminology, 4th Edition (CPT-4)*, July 1987, available from the American Medical Association.

81002	Routine Urine Analysis
81005	Urinalysis
82465	Assay Serum Cholesterol
82784	Assay Gammaglobulin A/D/G/M
82947	Assay Body Fluid, Glucose
82948	Stick Assay of Blood Glucose
83018	Chromatograph Screen, Metals
83020	Assay Hemoglobin
83645	Test Blood for Lead
85014	Hematocrit
85018	Hemoglobin, Calorimetric
85022	Automated Hemogram
85031	Manual Hemogram, Complete CBC
86300	Heterophile Antibody Screen
86580	TB Patch or Intradermal Test
86585	TB Tine Test
87060	Nose/Throat Culture, Bacteria
87070	Culture Specimen, Bacteria
87072	Culture Specimen by Kit
87086	Urine Culture, Colony Count
87177	Ova and Parasites Smears
90000	Office Visit, New, Brief
90010	Office Visit, New, Limited
90015	Office Visit, New, Intermed.
90017	Office Visit, New, Extended
90020	Office Visit, New, Comprrh.
90030	Office Visit, Minimal
90040	Office Visit, Brief
90050	Office Visit, Limited
90060	Office Visit, Intermed
90070	Office Visit, Extended
90080	Office Visit, Compreh.
90100	Home Visit, New, Brief
90110	Home Visit, New, Limited
90115	Home Visit, New, Intermed.
90130	Home Visit, Minimal
90140	Home Visit, Brief
90150	Home Visit, Limited
90160	Home Visit, Intermed.
90200	Hospital Care, New, Brief
90215	Hospital Care, New, Intermed.
90220	Hospital Care, New Compreh.
90240	Hospital Visit, Brief
90250	Hospital Visit, Limited
90260	Hospital Visit, Intermediate
90270	Hospital Visit, Extended
90280	Hospital Visit, Comprehensive
90400	Care Facility Visit, Brief
90500	Emergency Care, New, Minimal
90510	Emergency Care, New, Limited

90600	Limited Consultation
90699	General Medical Service
90701	DTP Immunization
90702	DT Immunization
90703	Tetanus Immunization
90704	Mumps Immunization
90705	Measles Immunization
90706	Rubella Immunization
90707	MMR Virus Immunization
90708	Measles-Rubella Immunization
90712	Oral Poliovirus Immunization
90718	TD Immunization
90728	BCG Immunization
90749	Immunization Procedure
90751	Preventive Health Care, 12-17
90752	Preventive Health Care, 5-11
90753	Preventive Health Care, 1-4
90754	Preventive Health Care, Baby
90755	Infant Care to Age One Year
90761	Preventive Health Care, 12-17
90762	Preventive Health Care, 5-11
90763	Preventive Health Care, 1-4
90764	Preventive Health Care, Baby
90774	Developmental Evaluation Tests
90782	Injection of Medication
90788	Injection of Antibiotic
90796	Intrathecal Chemotherapy
90801	Diagnostic Interview
90835	Special Interview
90887	Consultation with Family
92002	New Eye Exam & Treatment
92004	New Eye Exam & Treatment
92012	Eye Exam & Treatment
92014	Eye Exam & Treatment
92020	Special Eye Evaluation
92081	Visual Field Examination(s)
92265	Eye Muscle Evaluation
92283	Color Vision Examination
92340	Fitting of Spectacles
92370	Repair & Adjust Spectacles
92390	Supply of Spectacles
92395	Supply of Spectacles
92502	Ear and Throat Examination
92504	Ear Microscopy Examination
92506	Speech & Hearing Evaluation
92507	Speech/Hearing Therapy
92551	Pure Tone Hearing Test, Air
92552	Pure Tone Audiometry, Air
92553	Audiometry, Air & Bone
92556	Speech Audiometry, Complete

92557	Comprehensive Audiometry
92565	Stenger Test, Pure Tone
92566	Impedance Hearing Test
92567	Tympanometry
92591	Hearing Aid Exam, Both Ears
93000	Electrocardiogram, Complete
93799	Cardiovascular Procedures
95105	Allergy Patient Counseling
95819	Electroencephalogram (EEG)
95881	Cerebral Developmental Test
99013	Telephone Consultation
99025	Initial Surgical Evaluation
99056	Non-Office Medical Services
99058	Office Emergency Care
99062	Emergency Care Services
99070	Special Supplies
99075	Medical Testimony
99078	Group Health Education
99080	Special Reports or Forms
99090	Computer Data Analysis
99155	Conference with Physician
99199	Special Service or Report
D0110	Initial Dental Exam
D0120	Periodic Dental Exam
D0130	Emergency Dental Exam
D0210	Complete Radiology Series
D0220	1 Periapical
D0230	Addition Films
D0270	Bitewing - Single Film
D0272	2 Bitewings
D0274	4 Bitewings
D0330	Panoramic
D0471	Dental - Diagnostic Photos
D1110	Adult Prophy
D1120	Child Prophy
D1220	Stann. Flu 1 Treat Exc Phoph
D1230	Fluoride Treatment
D1330	Oral Hygiene Instr.
D1340	Training-Prevent-Dental Care
D1350	Enamel Sealants
D2110	Amal. Prim. 1 Surf
D2120	Amal. Prim. 2 Surf
D2130	Amal. Prim. 3 Surf
D2131	Amalgam Deciduous 4 Surfaces
D2140	Amal. Perm. 1 Surf
D2150	Amal. Perm. 2 Surf
D2160	Amal. Perm. 3 Surf
D2161	Amalgam Perm. 4 or More Surf
D2310	Acrylic or Plastic
D2330	Composite 1 Surf

D2331	Composite 2 Surf
D2332	Composite Resin. 3 Surfaces
D2335	Composite Resin
D2750	Crown Porc./Metal
D2830	Stainless Steel
D2940	Sedative Treatment
D3110	Pulp Cap Direct
D3120	Pulp Cap Indirect
D3200	Pulpotomy Exc. Final Restor.
D3220	Vital Pulpotomy
D3310	Root Canal 1
D3330	Root Canal 3
D4220	Subging. Curet./Quad
D4340	Perio Scale, Comp
D4341	Perio S. P.
D6750	Porcelain/Metal
D7110	Extraction
D7120	Add. Extr.
D9210	Local Anesthesia
D9230	N202-02 Sedation
D9310	Dental Consultation

Appendix I

CLASSIFICATION OF EDUCATION PROGRAMS[1]

This appendix provides an exhaustive classification of Series 13, Education Programs, as found in the *Classification of Instructional Programs*, published by NCES. Each entry is followed by either a definition or a referral to another series number (instructional programs other than Education) in the Classification.

13. EDUCATION--A summary of groups of instructional programs that describes the theory and practice of learning and teaching and related research administrative and support services.

-- Psychology (refer to 42. Series)[2]*

-- Social Sciences and History (refer to 45. Series)*

13.01 Education General--A group of instructional programs that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.0101 Education, General--An instructional program that generally describes the theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; and the social foundations of education.

13.02 Bilingual/Bicultural Education--A group of instructional programs that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

13.0201 Bilingual/Bicultural Education--An instructional program that describes the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

-- Bilingual Education Assisting (included under 13.0201)*

-- Teaching English as a Second Language/Foreign Language (refer to 13.1401)*

-- Bilingual/Crosscultural Education, Other (included under 13.0201)*

13.03 Curriculum and Instruction--A group of instructional programs that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

---

[1] Source: *Classification of Instructional Programs*. National Center for Education Statistics, United States Department of Education, 1991.

[2]*For descriptions of programs other than those included in Series 13, please refer to the Classification of Instuctional Programs. National Center for Education Statistics, United States Department of Education, 1991.

13.0301 Curriculum and Instruction--An instructional program that describes the study of the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject-matter, programs or educational levels.

13.04 Education Administration and Supervision--A group of instructional programs that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0401 Education Administration and Supervision, General--An instructional program that generally describes the study of the principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0402 Administration of Special Education--An instructional program that describes the principles and techniques of administering educational facilities and programs provided for children or adults with special learning needs, and that prepares individuals to serve as administrators of such programs. Includes instruction in special education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0403 Adult and Continuing Education Administration--An instructional program that describes the principles and techniques of administering programs and facilities designed to serve the basic education needs of undereducated adults, or the continuing education needs of adults seeking further or specialized instruction, and that prepares individuals to serve as administrators of such programs. Includes instruction in adult education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0404 Educational Supervision--An instructional program that prepares individuals to supervise instructional and support personnel at the school building, facility or staff level. Includes instruction in the principles of staffing and organization, the supervision of learning activities, personnel relations, administrative duties related to departmental or unit management, and specific applications to various educational settings and curricula.

13.0405 Elementary, Middle and Secondary Education Administration--An instructional program that describes the principles and techniques of elementary, middle or secondary school principalship, and that prepares individuals to serve as principals and other administrative personnel for elementary-, middle- or secondary-level education programs and facilities. Includes instruction in elementary-, middle- or secondary-level education, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0406 Higher Education Administration--An instructional program that describes the principles and practice of administration in four-year colleges, universities and higher education systems, the study of higher education as an object of applied research, and which may prepare individuals to function as administrators in such settings. Includes instruction in higher education economics and finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; college student services; research on higher education; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0407 Community and Junior College Administration--An instructional program that describes the principles and techniques of administering community and junior colleges and related postsecondary systems, the study of community and junior colleges as objects of applied research, and that may prepare individuals to function as administrators in such settings. Includes instruction in community and junior college finance; policy and planning studies, curriculum; faculty and labor relations; higher education law; student services; research on community and junior colleges; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0499 Education Administration and Supervision, Other--Any instructional program in education administration and supervision not described above.

13.05 Educational/Instructional Media Design--A group of instructional programs that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

13.0501 Educational/Instructional Media Design--An instructional program that describes the principles and techniques of creating instructional materials and related educational resources in various media or combinations, such as film, video, recording, text, art, software, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

-- Educational/Instructional Media Technology/Technician (refer to 10.0101)*

13.06 Educational Evaluation, Research and Statistics--A group of instructional programs that describes the application of analytical and evaluation methodologies to educational problems and settings.

13.0601 Educational Evaluation and Research--An instructional program that describes the principles and procedures for generating information about educational programs, personnel and methods, and the analysis of such information for planning purposes. Includes instruction in evaluation theory, evaluation research design and planning, administering evaluations and related data collection activities, data reporting requirements, data analysis and interpretation, and related economic and policy issues.

13.0603 Educational Statistics and Research Methods--An instructional program that describes the application of statistics to the analysis and solution of educational research problems, and the development of technical designs for research studies. Includes instruction in mathematical statistics, research design, computer applications, instrument design, research methodologies, and applications to research problems in specific education subjects.

-- Mathematical Statistics (refer to 27.0501)*

13.0604 Educational Assessment, Testing and Measurement--An instructional program that describes the principles and procedures for designing, developing, implementing and evaluating tests and other mechanisms used to measure learning, evaluate student progress, and assess the performance of specific teaching tools, strategies and curricula. Includes instruction in psychometric measurement, instrument design, test implementation techniques, research evaluation, data reporting requirements, and data analysis and interpretation.

-- Elementary and Secondary Research (included under 13.0601)*

-- Higher Education Research (included under 13.0601)*

13.0699 Educational Evaluation, Research and Statistics, Other--Any instructional program in educational evaluation, research and statistics not described above.

13.07 International and Comparative Education--A group of instructional programs that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.0701 International and Comparative Education--An instructional program that describes the study of educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, cross-national studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.08 Educational Psychology--A group of instructional programs that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

-- School Psychology (refer to 42.1701)*

13.0802 Educational Psychology--An instructional program that describes the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. Includes instruction in learning theory, human growth and development, research methods, and psychological evaluation.

13.09 Social and Philosophical Foundations of Education--A group of instructional programs that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.0901 Social and Philosophical Foundations of Education--An instructional program that describes the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.10 Special Education--A group of instructional programs that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

-- Psychology (refer to 42. Series)*

-- Health and Physical Education/Fitness (refer to 31.05 Series)*

-- Communication Disorder Sciences and Services (refer to 51.02 Series)*

-- Rehabilitation/Therapeutic Services (refer to 51.23 Series)*

13.1001 Special Education, General--An instructional program that generally describes the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

-- Adapted Physical Education/Therapeutic Recreation (refer to 31.0502)*

-- Education of the Culturally Disadvantaged (included under 13.1099)*

13.1003 Education of the Deaf and Hearing Impaired--An instructional program that describes the study and design of educational services for children or adults with hearing impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying hearing-impaired students, developing individual education plans, teaching and supervising hearing-impaired students, counseling, and applicable laws and policies.

-- Audiology/Hearing Sciences (refer to 51.0202)*

-- Sign Language Interpreting (refer to 51.0205)*

13.1004 Education of the Gifted and Talented--An instructional program that describes the study and design of educational services for children or adults exhibiting exceptional intellectual, psychomotor or artistic talent or potential, or who exhibit exceptional maturity or social leadership talents, and that may prepare individuals to teach such students. Includes instruction in identifying gifted and talented students, developing individual education plans, teaching and supervising gifted and talented students, counseling, and applicable laws and policies.

13.1005 Education of the Emotionally Handicapped--An instructional program that describes the study and design of educational services for children or adults with emotional conditions which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying emotionally disturbed students, developing individual education plans, teaching and supervising emotionally disturbed students, counseling, and applicable laws and policies.

-- Clinical Psychology (refer to 42.0201)*

13.1006 Education of the Mentally Handicapped--An instructional program that describes the study and design of educational services for children or adults with mental disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying mentally handicapped students, developing individual education plans, teaching and supervising mentally handicapped students, counseling, and applicable laws and policies.

-- School Psychology (refer to 42.1701)*

13.1007 Education of the Multiple Handicapped--An instructional program that describes the study and design of educational services for children or adults with multiple disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying multiple handicapped students, developing individual education plans, teaching and supervising multiple handicapped students, counseling, and applicable laws and policies.

13.1008 Education of the Physically Handicapped--An instructional program that describes the study and design of educational services for children or adults with physical disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying physically disabled students, developing individual education plans, teaching and supervising physically disabled students, counseling, and applicable laws and policies.

13.1009 Education of the Blind and Visually Handicapped--An instructional program that describes the study and design of educational services for children or adults with visual disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying visually handicapped students, developing individual education plans, teaching and supervising blind or visually handicapped students, counseling, and applicable laws and policies.

-- Remedial Education (included under 13.1099)*

13.1011 Education of the Specific Learning Disabled--An instructional program that describes the study and design of educational services for children or adults with specific learning disabilities which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying specific learning disabled students, developing individual education plans, teaching and supervising students with specific learning disabilities, counseling, and applicable laws and policies.

-- School Psychology (refer to 42.1701)*

13.1012 Education of the Speech Impaired--An instructional program that describes the study and design of educational services for children or adults with speech impairments which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying speech-impaired students, developing individual education plans, teaching and supervising students with speech disabilities, counseling, and applicable laws and policies.

-- Speech-Language Pathology (refer to 51.0203)*

13.1013 Education of the Autistic--An instructional program that describes the study and design of educational services for children or adults that are autistic, and that prepares individuals to teach such students. Includes instruction in identifying students with autism, developing individual education plans, teaching and supervising autistic students, counseling, and applicable laws and policies.

-- Clinical Psychology (refer to 42.0201)*

13.1099 Special Education, Other--Any instructional program in special education not described above.

13.11 Student Counseling and Personnel Services--A group of instructional programs that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions. Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

13.1101 Counselor Education/Student Counseling and Guidance Services--An instructional program that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions. Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related socio-psychological foundations.

-- School Psychology (refer to 42.1701)*

13.1102 College/Postsecondary Student Counseling and Personnel Services--An instructional program that describes the organization and provision of counseling, referral, assistance and administrative services to students in postsecondary educational institutions and adult education facilities, and that may prepare individuals to function as professional counselors in such settings. Includes instruction in applicable laws and policies, residential counseling and services, vocational counseling and placement services, remedial skills counseling, and therapeutic counselor intervention.

13.12 General Teacher Education--A group of instructional programs that prepares individuals to teach at various educational levels.

13.1201 Adult and Continuing Teacher Education--An instructional program that prepares individuals to teach adult students in various settings, including basic and remedial education programs, continuing education programs, and programs designed to develop or upgrade specific employment-related knowledge and skills.

13.1202 Elementary Teacher Education--An instructional program that prepares individuals to teach students in the elementary grades, which may include kindergarten through grade eight, depending on the school system or state regulations. Includes preparation to teach all elementary education subject matter.

13.1203 Junior High/Intermediate/Middle School Teacher Education--An instructional program that prepares individuals to teach students in the middle, intermediate or junior high grades, which may include grades four through nine, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1204 Pre-Elementary/Early Childhood/Kindergarten Teacher Education--An instructional program that prepares individuals to teach students ranging in age from infancy through eight years (grade three), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

13.1205 Secondary Teacher Education--An instructional program that prepares individuals to teach students in the secondary grades, which may include grades seven through twelve, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1206 Teacher Education, Multiple Levels--An instructional program that prepares individuals to teach students at more than one educational level, such as a combined program in elementary/secondary, early childhood/elementary, elementary/middle school, or junior high/high school teacher education.

13.1299 General Teacher Education, Other--Any instructional program in general teacher education not described above.

13.13 Teacher Education, Specific Academic or Vocational Programs--A group of instructional programs that prepares individuals to teach subject matter in specific academic and vocational programs at various educational levels.

-- Health and Physical Education/Fitness (refer 31.05 Series)*

13.1301 Agricultural Teacher Education (Vocational)--An instructional program that prepares individuals to teach vocational agricultural programs at various educational levels.

-- Agriculture/Agriculture Sciences, General (refer to 02.0101)*

-- Agricultural Extension (refer to 02.0102)*

13.1302 Art Teacher Education--An instructional program that prepares individuals to teach art and art appreciation programs at various educational levels.

-- Art, General (refer to 50.0701)*

13.1303 Business Teacher Education (Vocational)--An instructional program that prepares individuals to teach vocational business programs at various educational levels.

-- Business, General (refer to 52.0101)*

13.1304 Driver and Safety Teacher Education--An instructional program that prepares individuals to teach driver and safety education programs at various educational levels.

13.1305 English Teacher Education--An instructional program that prepares individuals to teach English grammar, composition and literature programs at various educational levels.

-- English Language and Literature, General (refer to 23.0101)*

13.1306 Foreign Languages Teacher Education--An instructional program that prepares individuals to teach foreign languages programs at various educational levels.

-- Foreign Languages and Literatures, General (refer to 16.0101)*

13.1307 Health Teacher Education--An instructional program that prepares individuals to teach health education programs at various educational levels.

-- Health and Physical Education, General (refer to 31.0501)*

13.1308 Home Economics Teacher Education (Vocational)--An instructional program that prepares individuals to teach vocational home economics programs at various educational levels.

-- Personal and Miscellaneous Services (refer to 12. Series)*

-- Home Economics, General (refer to 19.0101)*

-- Vocational Home Economics (refer to entire 20. Series)*

13.1309 Technology Teacher Education/Industrial Arts Teacher Education--An instructional program that prepares individuals to teach technology education/industrial arts programs at various educational levels.

-- Technology Education/Industrial Arts (refer to 21.0101)*

13.1310 Marketing Operations Teacher Education/Marketing and Distributive Teacher Education (Vocational)--An instructional program that prepares individuals to teach vocational marketing operations/marketing and distributive education programs at various educational levels.

-- Marketing Operations/Marketing and Distribution (refer to 08. Series)*

13.1311 Mathematics Teacher Education--An instructional program that prepares individuals to teach mathematics programs at various educational levels.

-- Mathematics (refer to 27.0101)*

13.1312 Music Teacher Education--An instructional program that prepares individuals to teach music and music appreciation programs at various educational levels.

-- Music, General (refer to 50.0901)*

-- Nutritional Education (included under 13.1399)*

13.1314 Physical Education Teaching and Coaching--An instructional program that prepares individuals to teach physical education programs and/or to coach sports at various educational levels.

-- Health and Physical Education, General (refer to 31.0501)*

13.1315 Reading Teacher Education--An instructional program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.

13.1316 Science Teacher Education, General--An instructional program that prepares individuals to teach general science programs, or a combination of the biological and physical science subject matter areas, at various educational levels.

-- Biological and Physical Sciences (refer to 30.0101)*

13.1317 Social Science Teacher Education--An instructional program that prepares individuals to teach specific social sciences subjects and programs at various educational levels.

-- Psychology, General (refer to 42.0101)*

-- Anthropology (refer to 45.0201)*

-- Archaeology (refer to 45.0301)*

-- Economics, General (refer to 45.0601)*

-- Geography (refer to 45.0701)*

-- Political Science, General (refer to 45.1001)*

-- Sociology (refer to 45.1101)*

13.1318 Social Studies Teacher Education--An instructional program that prepares individuals to teach general social studies programs at various educational levels.

-- Social Sciences, General (refer to 45.0101)*

13.1319 Technical Teacher Education (Vocational)--An instructional program that prepares individuals to teach specific vocational technical education programs at various educational levels.

-- Forest Production and Processing (refer to 03.04 Series)*

-- Engineering-Related Technologies (refer to 15. Series)*

-- Science Technologies (refer to 41. Series)*

13.1320 Trade and Industrial Teacher Education (Vocational)--An instructional program that prepares individuals to teach specific vocational trades and industries programs at various educational levels.

-- Personal and Miscellaneous Services (refer to 12. Series)*

-- Protective Services (refer to 43. Series)*

-- Construction Trades (refer to 46. Series)*

-- Mechanics and Repairers (refer to 47. Series)*

-- Precision Production and Manufacturing (refer to 48. Series)*

-- Transportation and Material Moving (refer to 49. Series)*

-- Visual and Performing Arts (refer to 50. Series)*

13.1321 Computer Teacher Education--An instructional program that prepares individuals to teach computer education programs at various educational levels.

-- Computer and Information Sciences, General (refer to 11.0101)*

13.1322 Biology Teacher Education--An instructional program that prepares individuals to teach biology programs at various educational levels.

-- Biology, General (refer to 26.0101)*

13.1323 Chemistry Teacher Education--An instructional program that prepares individuals to teach chemistry programs at various educational levels.

-- Chemistry, General (refer to 40.0501)*

13.1324 Drama and Dance Teacher Education--An instructional program that prepares individuals to teach drama and/or dance programs at various educational levels.

-- Dance (refer to 50.0301)*

-- Drama/Theater Arts, General (refer to 50.0501)*

13.1325 French Language Teacher Education--An instructional program that prepares individuals to teach French language programs at various educational levels.

-- French Language and Literature (refer to 16.0901)*

13.1326 German Language Teacher Education--An instructional program that prepares individuals to teach German language programs at various educational levels.

-- German Language and Literature (refer to 16.0501)*

13.1327 Health Occupations Teacher Education (Vocational)--An instructional program that prepares individuals to teach specific vocational health occupations programs at various educational levels.

-- Community Health Services (refer to 51.03 Series)*

-- Dental Services (refer to 51.06 Series)*

-- Health and Medical Administrative Services (refer to 51.07 Series)*

-- Health and Medical Assistants (refer to 51.08 Series)*

-- Health and Medical Diagnostic and Treatment Services (refer to 51.09 Series)*

-- Health and Medical Laboratory Technologies/Technicians (refer to 51.10 Series)*

-- Mental Health Services (refer to 51.15 Series)*

-- Nursing (refer to 51.16 Series)*

-- Ophthalmic/Optometric Services (refer to 51.18 Series)*

-- Miscellaneous Health Aides (refer to 51.26)*

13.1328 History Teacher Education--An instructional program that prepares individuals to teach history programs at various educational levels.

-- History, General (refer to 45.0801)*

13.1329 Physics Teacher Education--An instructional program that prepares individuals to teach physics programs at various educational levels.

-- Physics, General (refer to 40.0801)*

13.1330 Spanish Language Teacher Education--An instructional program that prepares individuals to teach Spanish language programs at various educational levels.

-- Spanish Language and Literature (refer to 16.0905)*

13.1331 Speech Teacher Education--An instructional program that prepares individuals to teach speech and language arts programs at various educational levels.

-- Speech and Rhetorical Studies (refer to 23.1001)*

13.1399 Teacher Education, Specific Academic and Vocational Programs, Other--Any instructional program in teacher education, specific academic and vocational programs not described above.

13.14 Teaching English as a Second Language/Foreign Language--A group of instructional programs that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

13.1401 Teaching English as a Second Language/Foreign Language--An instructional program that describes the principles and practice of teaching English to students who are not proficient in it or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

-- Bilingual/Bicultural Education (refer to 13.0201)*

13.15 Teacher Assistant/Aide--A group of instructional programs that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.1501 Teacher Assistant/Aide--An instructional program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.99 Education, Other--A group of instructional programs in education not described above.

13.9999 Education, Other--Any instructional program in education not described above.

Appendix J

LIST OF REGULATED OCCUPATIONS AND PROFESSIONS[1], EXCEPT SCHOOL TEACHERS

0010	Abstractor
0020	Accountant, Certified Public
0030	Accountant, Chartered
0040	Accountant, General
0050	Accountant, Management
0060	Accountant, Public
0070	Accounting Practioner
0080	Acupuncture Assistant
0090	Acupuncturist
0100	Adult Care Home, Manager
0110	Agrologist
0120	Alligator Parts Dealer
0130	Ambulance Attendant
0140	Ambualnce Driver
0150	Applied Science Technician
0160	Applied Science Technologist
0170	Appraiser, Public
0180	Arborist
0190	Architect
0200	Architecture Student
0210	Armored Car Personnel
0220	Art Therapist
0230	Artificial Inseminator of Animals
0240	Asbestos Abatement Air Monitor
0250	Asbestos Abatement Consultant
0260	Asbestos Abatement Field Technician
0270	Asbestos Abatement Inspector
0280	Asbestos Abatement Management Planner
0290	Asbestos Abatement Project Designer
0300	Asbestos Abatement Project Manager
0310	Asbestos Abatement Project Monitor
0320	Asbestos Abatement Supervisor
0330	Asbestos Abatement Training Provider
0340	Asbestos Abatement Worker
0350	Assayor
0360	Assessor
0370	Athlete Agent
0380	Athletic Trainer
0390	Athletic Trainer, Apprentice
0400	Attorney
0410	Auction Clerk
0420	Auction House Operator
0430	Auctioneer
0440	Auctioneer Apprentice
0450	Audiologist
0460	Bail Bond Agent
0470	Bail Bond Runner
0480	Bail Bond Permittee
0490	Bail Solicitor
0500	Bait Dealer
0510	Barber
0520	Barber Apprentice
0530	Barber Instructor
0540	Barber Student
0550	Barber Technician
0560	Beekeeper
0570	Blaster
0580	Boiler Engineer
0590	Boiler Inspector
0600	Boiler Installer
0610	Boiler Maker
0620	Boiler Operator
0630	Boiler Repairer
0640	Bioler Welder
0650	Boxer
0660	Boxing Announcer
0670	Boxing Judge
0680	Boxing Manager
0690	Boxing Matchmaker
0700	Boxing Physician
0710	Boxing Promoter
0720	Boxing Referee
0730	Boxing Second
0740	Boxing Timekeeper
0750	Boxing Trainer
0760	Breath Analyzer Operator

---

[1] Source: *The Directory of Professional and Occupational Regulation in the Unites States and Canada* (1994), available from the Council on Licensure, Enforcement and Regulation, P.O. Box 11910, Iron Works Pike, Lexington, KY 40578.

0770	Breeder, Fur Bearing Animals
0780	Breeder, Game
0790	Breeder, Game Birds
0800	Breeder, Game Fish
0810	Breeder, Wild Animals & Birds
0820	Building Code Officer
0830	Building Inspector
0840	Butter Grader
0850	Buttermaker
0860	Cemetery Real Estate Broker/Salesperson
0870	Cesspool Cleaner
0880	Cheese Grader
0890	Cheesemaker
0900	Chemist
0910	Chick Dealer
0920	Child Care Center Administrator
0930	Child Care Provider
0940	Child Health Associate
0950	Chiropodist
0960	Chiropractic Assistant
0970	Chiropractic Trainee
0980	Chiropractor
0990	Clinical Laboratory Assistant
1000	Clinical Laboratory Director
1010	Clinical Laboratory Specialist
1020	Clinical Laboratory Supervisor
1030	Clinical Laboratory Technician
1040	Clinical Laboratory Technologist
1050	Clinical Laboratory Trainee
1060	Collection Agency Manager
1070	Collection Agency Solicitor
1080	Collection Agent
1090	Communications Pathologist
1100	Compost Operator
1110	Compressed Natural Gas Technician
1120	Concrete Technician
1130	Constable
1140	Construction Supervisor
1150	Contractor, Aerial Pesticide Applicator
1160	Contractor, Air Conditioning
1170	Contractor, Asbestos Abatement
1180	Contractor, Boiler
1190	Contractor, Building Moving/Demolition
1200	Contractor, Cabinet & Mill Work
1210	Contractor, Carpentry
1220	Contractor, Chimney Cleaning
1230	Contractor, Communications
1240	Contractor, Concrete
1250	Contractor, Dewatering Well
1260	Contractor, Drywall
1270	Contractor, Earthwork & Paving
1280	Contractor, Electrical
1290	Contractor, Elevator
1300	Contractor, Engineering
1310	Contractor, Excavation
1320	Contractor, Fencing
1330	Contractor, Fire Protection System
1340	Contractor, Flooring
1350	Contractor, General
1360	Contractor, Glass & Glazing
1370	Contractor, Hazardous Materials
1380	Contractor, Heavy
1390	Contractor, Institutional
1400	Contractor, Insulation and Acoustical
1410	Contractor, Lathing
1420	Contractor, Lead Abatement
1430	Contractor, Limited Specialty
1440	Contractor, Liquified Petroleum Gas
1450	Contractor, Low Voltage
1460	Contractor, Manufactured housing
1470	Contractor, Masonry
1480	Contractor, Mechanical
1490	Contractor, Metal Roofing
1500	Contractor, Oilburner
1510	Contractor, Ornamental Metal
1520	Contractor, Painting & Decorating
1530	Contractor, Pest Control (Structural)
1540	Contractor, Pesticide
1550	Contractor, Pipefitter
1560	Contractor, Pipeline
1570	Contractor, Plastering
1580	Contractor, Plastering, Drywall & Acoustical
1590	Contractor, Plumbing
1600	Contractor, Plumbing & Heating
1610	Contractor, Plumbing, Heating & AC
1620	Contractor, Pollutant Storage Systems
1630	Contractor, Public Works
1640	Contractor, Pump Installation
1650	Contractor, Refrigeration
1660	Contractor, Residential
1670	Contractor, Roofing
1680	Contractor, Roofing, Siding & Sheet Metal
1690	Contractor, Sanitary System
1700	Contractor, Security Alarm
1710	Contractor, Sheet Metal
1720	Contractor, Sign
1730	Contractor, Solar
1740	Contractor, Specialty
1750	Contractor, Specialty Electrical
1760	Contractor, Specialty Structure

1770	Contractor, Sprinklerfitter
1780	Contractor, Steel
1790	Contractor, Swimming Pool
1800	Contractor, Terrazzo & Marble
1810	Contractor, Tile
1820	Contractor, Tile, Marble & Mosaic
1830	Contractor, Tree Services
1840	Contractor, Utility
1850	Contractor, Water Conditioning
1860	Contractor, Welding
1870	Contractor, Well Drilling
1880	Contractor, Wrecking
1890	Cosmetologist
1900	Cosmetology Apprentice
1910	Cosmetology Instructor
1920	Cosmetology Student
1930	Cosmetology Technician
1940	Cosmetology: Braider
1950	Cosmetology: Cosmetician
1960	Cosmetology: Esthetician
1970	Cosmetology: Esthetician Instructor
1980	Cosmetology: Facialist
1990	Cosmetology: Make-up Artist
2000	Cosmetology: Manicurist
2010	Cosmetology: Manicurist Instructor
2020	Cosmetology: Shampooist
2030	Cosmetology: Wig Specialist
2040	Cotton Buyer
2050	Counselor Supervisor
2060	Counselor, Associate
2070	Counselor, Clinical
2080	Counselor, Pastoral
2090	Counselor, Professional
2100	Counselor, Registered Substance Abuse
2110	Counselor, Substance Abuse
2120	Court/Shorthand Reporter
2130	Crane operator
2140	Cytotechnologist
2150	Dental Assistant
2160	Dental Hygienist
2170	Dental Laboratory Technician
2180	Dental Specialist
2190	Dental Technician
2200	Dental Therapist
2210	Dentist
2220	Denturist
2230	Dietetic Technician
2240	Dietician
2250	Drafter
2260	Egg Dealer
2270	Egg Grader
2280	Egg Handler
2290	Egg Processor
2300	Electrical Administrator
2310	Electrical Inspector
2320	Electrical Sign Installer, Journeyman
2330	Electrical Sign Installer, Master
2340	Electrician
2350	Electrician, Apprentice
2360	Electrician, Elevator
2370	Electrician Helper
2380	Electrician, Industrial Maintenance
2390	Electrician, Journeyman
2400	Electrician, Limited
2410	Electrician, Lineman
2420	Electrician, Maintenance
2430	Electrician, Master
2440	Electrician, Residential
2450	Electrician, Specialty
2460	Electrician, Supervising
2470	Electrician, Supervising Specialty
2480	Electrologist
2490	Electrology Instructor
2500	Electroneuromyographer
2510	Elevator Constructor
2520	Elevator Inspector
2530	Elevator Mechanic
2540	Elevator Mechanic, Apprentice
2550	Elevator Operator
2560	Embalmer
2570	Embalmer Apprentice
2580	Embryo Transfer Technician (cattle)
2590	Emergency Medical Services Instructor
2600	Emergency Medical Technician (EMT)
2610	EMT: Ambulance
2620	EMT: Cardiac
2630	EMT: Defibrillator
2640	EMT: Intermediate
2650	EMT: IV
2660	EMT Shock Trauma
2670	Employment Agency Manager
2680	Employment Agent
2690	Employment Counselor
2700	Engineer Technologist
2710	Engineer, Acoustical
2720	Engineer, Aeronautic/Aerospace
2730	Engineer, Agricultural
2740	Engineer, Architectural
2750	Engineer, Architectural Marine
2760	Engineer, Astronautical

2770	Engineer, Ceramic
2780	Engineer, Chemical
2790	Engineer, Civil
2800	Engineer, Construction
2810	Engineer, Consulting
2820	Engineer, Control Systems
2830	Engineer, Corrosion
2840	Engineer, Electrical
2850	Engineer, Electronic
2860	Engineer, Engineering Plastics
2870	Engineer, Environmental
2880	Engineer, Fire Protection
2890	Engineer, Geodetic
2900	Engineer, Geological
2910	Engineer, Geotechnical
2920	Engineer, Highway
2930	Engineer, Hoisting
2940	Engineer, HVAC
2950	Engineer, Hydraulic
2960	Engineer, Industrial
2970	Engineer, Instrumental
2980	Engineer, Manufacturing
2990	Engineer, Marine
3000	Engineer, Materials
3010	Engineer, Mechanical
3020	Engineer, Metallurgical
3030	Engineer, Mining
3040	Engineer, Naval Architecture
3050	Engineer, Nuclear
3060	Engineer, Petroleum
3070	Engineer, Plastics
3080	Engineer, Plumbing
3090	Engineer, Professional
3100	Engineer, Quality
3110	Engineer, Railroad
3120	Engineer, Refrigeration
3130	Engineer, Safety
3140	Engineer, Sanitary
3150	Engineer, Structural
3160	Engineer, Systems
3170	Engineer, Textile
3180	Engineer, Traffic
3190	Engineer, Transportation
3200	Engineer-in-Training
3210	Engineer/Surveyor
3220	Explosives Dealer
3230	Explosives Handler
3240	Feed Dealer
3250	Fertilizer Dealer
3260	Fire Inspector
3270	Fire Investigator
3280	Fire Protection Company Manager
3290	Fire Protection System Inspector
3300	Fire Protection System Installer
3310	Fire Protection Systems Seller
3320	Firefighter
3330	Firefighter Training Instructor
3340	Fireworks Handler
3350	First Responder
3360	First Responder: Defibrillation
3370	Fish Dealer
3380	Fish Farmer
3390	Fisher, Commercial
3400	Forest Engineer
3410	Forest Product Operator
3420	Forester
3430	Franchise Broker/Dealer
3440	Frog Dealer
3450	Fund Raiser, Professional
3460	Funeral Arranger, Pre-need
3470	Funeral Attendant
3480	Funeral Direct Disposer
3490	Funeral Director
3500	Funeral Director Apprentice
3510	Funeral Director, Assistant
3520	Funeral Director/Embalmer
3530	Funeral Director/Embalmer Apprentice
3540	Funeral Service Intern
3550	Funeral Service Practitioner
3560	Fur Buyer
3570	Fur Dealer
3580	Fur Processor
3590	Fur Trapper
3600	Gaming Employee
3610	Gaming Equipment Distributor
3620	Gaming Establishment Owner
3630	Gaming Manager
3640	Gaming Operator
3650	Gas Fitter
3660	Geochemist
3670	Geologist
3680	Geologist, Engineering
3690	Geophysicists
3700	Ginner, Public
3710	Ginseng Dealer
3720	Ginseng Grower
3730	Grain Dealer
3740	Grain Sampler/Grader
3750	Grain Tester
3760	Grain Warehouse Operator

3770	Greyhound Racing Employee
3780	Groundwater Professional
3790	Guard Dog Handler
3800	Guide/Outfitter
3810	Hairdresser
3820	Hairdresser Instructor
3830	Harness Racing Driver
3840	Harness Racing Employee
3850	Hazardous Material Management Consultant
3860	Hazardous Waste Management Specialist
3870	Hazardous Waste Transporter
3880	Health Facility Administrator
3890	Health Officer, Public
3900	Health Physics Services Vendor
3910	Hearing Aid Dealer/Fitter
3920	Hearing Aid Dealer/Fitter Trainee
3930	Hemodialysis Technician
3940	Hoisting Machinery Operator
3950	Home Health Aide
3960	Home Improvement Salesperson
3970	Home Management Provider
3980	Homeopath
3990	Horse Racing Employee
4000	Horse Racing Jockey
4010	Horticulturist
4020	Hunter Education Instructor
4030	Hypnotherapist
4040	Incinerator Operator
4050	Infra-Red Analyzer Repair Technician
4060	Instructor, Guide Dogs for the Blind
4070	Insurance Adjuster
4080	Insurance Adjuster/Appraiser
4090	Insurance Administrator
4100	Insurance Agent
4110	Insurance Broker
4120	Insurance Consultant
4130	Insurance Escrow Officer
4140	Insurance Representative
4150	Insurance Solicitor
4160	Insurance: Financial Planner
4170	Insurance: Reinsurance Intermediary
4180	Insurance: Stock Agent
4190	Insurance: Surplus Lines Agent
4200	Insurance: Surplus Lines Broker/Agent
4210	Insurance: Third Party Administrator
4220	Interior Designer
4230	Irrigator
4240	Kickboxer
4250	Kinesiological Electromyographer
4260	Labor Contractor
4270	Land Surveyor
4280	Land Surveyor-in-Training
4290	Landfarming Operator
4300	Landfill Operator
4310	Landscape Architect
4320	Landscape Contractor
4330	Law Enforcement Officer
4340	Law Enforcement Training Instructor
4350	Lead Abatement Supervisor
4360	Lead Abatement Training Provider
4370	Lead Abatement Worker
4380	Lead Inspector, Environmental
4390	Lead Inspector-Technician, Environmental
4400	Lead Technician, Environmental
4410	Librarian
4420	Liquefied Petroleum Gas Dealer
4430	Liquefied Petroleum Gas Installer/Repairer
4440	Liquefied Petroleum Gas Safety Supervisor
4450	Liquefied Petroleum Gas Truck Driver
4460	Livestock Agent
4470	Livestock Auction Operator
4480	Livestock Auctioneer
4490	Livestock Buyer/Broker
4500	Livestock Dealer
4510	Livestock Dealer Representative
4520	Livestock Hauler
4530	Lobbyist
4540	Manufactured Home Broker
4550	Manufactured Home Dealer/Salesperson
4560	Manufactured Home Inspector
4570	Manufactured Home Installer
4580	Manufactured Home Mechanic
4590	Marital Mediator
4600	Marriage and Family Therapist
4610	Marriage and Family Therapist Intern
4620	Massage Therapist
4630	Mechanical Inspector
4640	Mechanical Journeyman
4650	Mechanical Master
4660	Medical Assistant
4670	Medical Physicist
4680	Medication Aide
4690	Microbiologist, Public Health
4700	Midwife, Direct Entry
4710	Milk Dealer
4720	Milk Distributor
4730	Milk Equipment Installer
4740	Milk Gathering Plant Manager
4750	Milk Grader/Sampler/Hauler
4760	Milk Inspector

4770	Milk Laboratory Technician
4780	Milk Pasteurizer
4790	Milk Processing Plant Operator
4800	Milk Tank Calibrator
4810	Milk Tester
4820	Mine Belt Examiner
4830	Mine Blaster
4840	Mine Electrician
4850	Mine Examiner
4860	Mine Fire Boss
4870	Mine Foreman
4880	Mine Hoisting Engineer
4890	Mine Inspector
4900	Mine Manager
4910	Mine Operator
4920	Mine Shot Firer
4930	Mine Superintendent
4940	Mine Supervisor
4950	Mine Surface Blaster
4960	Mine Surveyor
4970	Miner
4980	Mobile Home Park Manager
4990	Mobile Home Park Owner
5000	Money Broker
5010	Mortgage Banker
5020	Mortgage Lender/Broker
5030	Motor Vehicle Brake Mechanic
5040	Motor Vehicle Emissions Inspector
5050	Motor Vehicle Emissions Mechanic
5060	Motor Vehicle Inspector
5070	Motor Vehicle Lamp Mechanic
5080	Motor Vehicle Mechanic
5090	Motor Vehicle Representative
5100	Motor Vehicle Salesperson, New
5110	Motor Vehicle Salesperson, Used
5120	Municipal Auditor
5130	Mussel Dealer
5140	Mussel Sheller
5150	Naprapath
5160	Naturopath
5170	Notary Public
5180	Nuclear Medicine Technician
5190	Nuclear Medicine Technologist
5200	Nuclear Power Operator
5210	Nurse Anesthetist
5220	Nurse Midwife
5230	Nurse Practitioner
5240	Nurse Specialist, Clinical
5250	Nurse, Licensed Practical
5260	Nurse, Psychiatric
5270	Nurse, Public Health
5280	Nurse, Registered
5290	Nursery Agent
5300	Nursery Dealer
5310	Nursery Grower
5320	Nursing Assistant
5330	Nursing Home Administrator
5340	Nutrition Counselor
5350	Nutritionist
5360	Occupational Therapist
5370	Occupational Therapy Assistant
5380	Ocularist
5390	Off-Track Betting Employee
5400	Oil Burner Technician
5410	Oil Burner Technician Apprentice
5420	Optician
5430	Optician Apprentice
5440	Optician, Technician
5450	Optometrist
5460	Osteopath
5470	Osteopath Assistant
5480	Paramedic
5490	Pawnbroker
5500	Pest Control Applicator, Structural
5510	Pest Control Operator, Structural
5520	Pesticide Applicator
5530	Pesticide Applicator, Aerial
5540	Pesticide Dealer
5550	Pesticide Operator
5560	Pharmaceutical Clerk
5570	Pharmacist
5580	Pharmacy Assistant
5590	Pharmacy Intern
5600	Physical Therapist
5610	Physical Therapy Assistant
5620	Physician
5630	Physician Assistant
5640	Pilot, Marine
5650	Pipe Layer
5660	Pipe Mechanic
5670	Pipefitter, Apprentice
5680	Pipefitter, Journeyman
5690	Pipefitter, Master
5700	Plumber
5710	Plumber, Apprentice
5720	Plumber, Journeyman
5730	Plumber, Master
5740	Plumbing, Inspector
5750	Podiatrist
5760	Polygraph Examiner

5770	Polygraph Intern
5780	Pre-School Program Director
5790	Private Investigator
5800	Private Investigator Agency Owner
5810	Private Investigator Trainee
5820	Produce Dealer
5830	Produce Dealers Agent
5840	Produce Packer
5850	Property Tax Agent
5860	Prosthetist
5870	Psychiatric Aide
5880	Psychological Examiner
5890	Psychologist
5900	Psychologist Assistant
5910	Psychologist Associate
5920	Psychologist Intern
5930	Psychologist, Clinical
5940	Psychologist, Consulting
5950	Pump Installer
5960	Radiation Machine Inspector
5970	Radiation Therapist
5980	Radiographer, Industrial
5990	Radiologic Technician
6000	Radiologic Technologist
6010	Radiology Practical Technologist
6020	Radon Measurement Specialist
6030	Radon Mitigation Specialist
6040	Real Estate Appraiser
6050	Real Estate Appraiser Intern
6060	Real Estate Appraiser, Certified
6070	Real Estate Appraiser, General
6080	Real Estate Appraiser, Registered
6090	Real Estate Appraiser, Residential
6100	Real Estate Associate Broker
6110	Real Estate Auctioneer
6120	Real Estate Broker
6130	Real Estate Escrow Officer
6140	Real Estate Inspector
6150	Real Estate Instructor
6160	Real Estate Property Manager
6170	Real Estate Salesperson
6180	Real Estate Timeshare Salesperson
6190	Recreational Therapist
6200	Reflexology Therapist
6210	Refrigeration & Air Condition Technician
6220	Refrigeration Journeyman
6230	Refrigeration Technician
6240	Refrigeration Trainee
6250	Rehabilitation Counselor
6260	Repossessor Employee
6270	Repossessor Qualified Manager
6280	Reptile/Amphibian Collector
6290	Research Animal Dealer
6300	Residential Care Administrator
6310	Residential Designer
6320	Respiratory Care Technician
6330	Respiratory Care Trainee
6340	Respiratory Therapist
6350	Sanitarian
6360	Sanitarian Intern
6370	School Administrator
6380	School Audiologist
6390	School Business Official
6400	School Counselor
6410	School Dance Therapist
6420	School Guidance Counselor
6430	School Librarian
6440	School Music Therapist
6450	School Nurse
6460	School Occupational Therapist
6470	School Physical Therapist
6480	School Principal
6490	School Psychologist
6500	School Social Worker
6510	School Speech Pathologist
6520	School Superintendent
6530	School Supervisor
6540	Seafood Dealer
6550	Securities Agent
6560	Securities Broker/Dealer
6570	Securities: Agent of Issuer
6580	Securities: Investment Advisor
6590	Securities: Investment Advisor Representative
6600	Security Alarm Company Manager
6610	Security Alarm Employee/Installer
6620	Security Alarm Salesperson
6630	Security Guard
6640	Security Guard Agency Operator
6650	Security Guard Agency Owner
6660	Seed Broker
6670	Seed Dealer
6680	Seed Labeler
6690	Seed Processor
6700	Seed Seller
6710	Septic Tank Installer
6720	Septic Tank Pumper
6730	Septic Tank Site Technician
6740	Sewage Disposal System Installer
6750	Sewage Hauler

6760	Sewer/Water Apprentice
6770	Sewer/Water Installer
6780	Shell Fisher
6790	Shooting Preserve Operator
6800	Social Service Aide
6810	Social Service Worker
6820	Social Work Associate
6830	Social Work Technician
6840	Social Worker
6850	Social Worker, Clinical
6860	Social Worker, Independent
6870	Soil Classifier
6880	Soil Classifier-in-Training
6890	Soil Scientist
6900	Soil Tester
6910	Solid Fuel Burner Technician, Apprentice
6920	Solid Fuel Burner Technician, Master
6930	Speech Pathologist
6940	Speech Pathology Aide
6950	Sprinklerfitter, Journeyman
6960	Sprinklerfitter, Apprentice
6970	Steam Engineer
6980	Storage Tank Inspector
6990	Storage Tank Installer
7000	Storage Tank Installer/Remover
7010	Subcontractor
7020	Sweet Potato Dealer
7030	Tattoo Artist
7040	Tax Consultant
7050	Tax Preparer
7060	Taxidermist
7070	Travel Agent
7080	Tree Injector
7090	Tree Surgeon
7100	TV/Radio Antenna Installer
7110	TV/Radio Service Dealer
7120	TV/Radio Service Technician
7130	TV/Radio Service Technician Apprentice
7140	Underground Storage Tank Cathodic Protector
7150	Underground Storage Tank Consultant
7160	Underground Storage Tank Inspector
7170	Underground Storage Tank Installer/Remover
7180	Underground Storage Tank Reliner
7190	Underground Storage Tank Repairer
7200	Underground Storage Tank Site Assessor
7210	Underground Storage Tank Subsurface Evaluator
7220	Unerground Storage Tank Supervisor
7230	Underground Storage Tank Tester
7240	Underground Storage Tank Upgrader
7250	Underground Storage Tank Soil Sampler
7260	Uniform Dwelling Code Inspector
7270	Urban Planner
7280	Veterinarian
7290	Veterinary Euthanasia Technician
7300	Veterinary Technician
7310	Voice Stress Analyst
7320	Warehouser
7330	Waste Disposal Inspector
7340	Waste Disposal Operator
7350	Wastewater Collection Operator
7360	Wastewater Treatment Operator
7370	Water Conditioning Installer
7380	Water Distribution Operator
7390	Water Rights Surveyor
7400	Water Treatment Installer
7410	Water Treatment Operator
7420	Weatherization Inspector
7430	Weighmaster
7440	Weights and Measures Mechanic
7450	Welder
7460	Well Driller
7470	Well Drilling Operator
7480	Well Monitoring Supervisor
7490	Well Operator
7500	Wireman, Residential
7510	Workers Compensation Adjuster
7520	Wrestler
7530	Wrestling Judge
7540	Wrestling Manager
7550	Wrestling Matchmaker
7560	Wrestling Promotor
7570	Wrestling Referee
7580	Wrestling Second
7590	Wrestling Timekeeper
7600	X-Ray Machine Servicer
7610	X-Ray Machine Operator
7620	X-Ray Technician
7630	X-Ray Technologist

ISBN 0-16-045468-9
90000
9 780160 454684

316

[illegible]
[illegible]

Fourth Class Special
Special Handling

DEPARTMENT OF EDUCATION
UNITED STATES OF AMERICA

BEST COPY AVAILABLE

317